



YASH DALVI

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CAREER OBJECTIVE

Above 4 years of extensive experience in Operation Management and Account. In my professional Journey so far, I have worked on centralized applications like Oracle & SAP, ERP Support tools.

TECHNICAL SKILLS

Windows & Ubuntu Linux :-

- Working Experience in Microsoft Office, Excel, Power Point
- Experience in SAP for Billing, Inventory Control & Stock Transfer.
- Working Experience in Ubuntu Linux Machine with Basics commands

CERTIFICATION

- Successfully completed the Hardware & Networking certification course 2016

EDUCATION

- **MBA-** Master of business administration in "E-Commerce" (2023) Jiwaji university (M.P)
- **B. Com** – Bachelor of Commerce (2015), Maharishi university Jabalpur (M.P)

PROFESSIONAL EXPERIENCE

Employer :- OM Logistics (Bangalore) March 2024 to Present

Designation/Role :- Logistics Coordinator

Contribution:

- Handling the customers, as and when required, and focus on customer needs and satisfaction, seek feedback from customers.
- Provide Fix/workaround for Operational issue received from various teams
- Provide request Data (Logs) as required.
- Monitor and Track the Oracle tool for MIS report & Vehicle Log sheet.
- Handling the MIS and Creating Monthly SLA & Audit report.
- Analyzing the failure reports and resolve the concerns.

Employer :- Satyam Solutions Ltd. 01 Feb 2020 to 30 Sep 2021

Designation/Role :- Process Executive

Contribution:

- Ensure supplied stocks meet demand and Prevent Overstocking and Ordering.
- Manage purchasing orders for incoming material services and supplies.
- Verify receipts and confirm purchase contents and orders are complete.
- Prepare inventory for deliveries and shipping.
- Track and ensure deliveries are received.
- Maintain records of purchase, pricing and other important data Working in SAP (ERP) Tool as an end User.

Employer :- Sundaram Iyengar & Sons. 01 Aug 2018 to 20 Jan 2020

Designation/Role :- EDP operator

Contribution:

- Handling the customers, as and when required, and focus on customer needs and satisfaction, seek feedback from customer and act on it, Put the customer first by proactively dealing with customer requirements.
- Permanent Fix/workaround for operational issues received from various teams.

- Provide request data as required.
- Monitor and track the existing requests through SAP.
- Handling the Gunstock and Order reports.
- Preparing the reports of Cash Handling, Account and Billing reports, Activity sheet, Daily failure report.

Employer :- Berger Paint India Ltd. 10 Aug 2016 to 31 Jan 2018

Designation/Role :- Go down Assistant

Contribution:

- Monitoring and pre-check the Oracle tool for the check all product, Stock maintenance and coordinating with the vendors for the requirements.
- Permanent Fix/workaround for operational issues received from various teams. Provide request data as required.
- Monitor and track the ERP support tool for existing requests.
- Handling the Stock and Dispatched reports and Gift Dispatched from the BS tracker.
- Making daily reports for count of Request, Billing Reports, Activity sheet, Daily failure report.

Personal Detail:

Father's Name:	Om Prakash Dalvi
Date of Birth:	19-oct-1993
Languages Known:	English, Hindi and Marathi
Location Preference:	Pune, Indore, Bhopal, Delhi, Gwalior
Extra Activities:	Snookers, Interested in movies