



Yatendra Singh

Permanent address : Phuphuwar suithok sarsaul station kanpur
nagar.(U.P)India Current address : Infocity,Gandhinagar (Gujarat)
9140239497 | Singhyatendra860@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Bigbasket a TATA enterprise** 01/12/2023 - Currently working
Operation Team Lead
Team Leadership: Oversee and guide the operations team, ensuring clear communication and effective collaboration.

Process Improvement: Identify opportunities for efficiency improvements in supply chain processes and implement best practices.

Inventory Management: Monitor inventory levels and ensure optimal stock levels to meet demand while minimizing excess.

Vendor Management: Maintain relationships with suppliers, negotiating contracts and ensuring compliance with service agreements.

Data Analysis: Analyze supply chain data to forecast demand, track performance metrics, and identify trends.

Reporting: Prepare reports on supply chain performance and present findings to management for strategic decision-making.
- Truemeds india** 20/04/2022 - 25/11/2023
Pharmacy Operation Executive
* Day to day operations from order processing to delivery.
* Developed and implemented standard operating procedures (SOPs) to streamline processes, resulting in a 50% reduction in order processing time.
* Collaborated with cross-functional teams to monitor and improve inventory management, reducing stockouts by 50% and increasing inventory turnover.
- Lenskart. Com** 20/06/2021 - 15/04/2022
Process Associate
* Process associate service responsibilities usually involve addressing inquiries, resolving complaints, and providing assistance to customers through various channels such as phone, email, chat, or in-person interactions. This also includes maintaining a positive and helpful attitude, understanding products or services thoroughly, and striving to meet or exceed customer satisfaction targets. Additionally, documenting interactions and feedback for further analysis and improvement is often part of the role.

Education

- Apollo institute of technology** 2023(Pursuing)
Master of Business Administration
7.4CGPA
- Kanpur institute of technology and pharmacy (Dr. APJ Abdul Kalam Technical University)** 2021
Bachelor of pharmacy
72%
- S.N.inter college (UP BOARD)** 2017

Intermediate
71%

- **S.N.inter college (UP BOARD)**
High school
76%

2015

Skills

- * Organizational Skills
- * Communication Skills
- * Problem-Solving Skills
- * Attention to Detail

Projects

- **Industry visit (Technopharm pvt.ltd)**
 - ◆ Coordinating logistics, ensuring safety protocols are followed, providing relevant information about the company and industry, facilitating Q&A sessions, and offering insights into various aspects of pharmaceutical production, research, and development.

Languages

- ◆ Hindi
- ◆ English

Declaration

- * A declaration for a warehouse operation executive might include statements affirming commitment to maintaining safety standards, adherence to regulatory requirements, ensuring efficient inventory management, and dedication to optimizing warehouse operations for maximum productivity and customer satisfaction.



YATENDRA SINGH