

Abhishek Kumar

New Delhi, India

D.O.B: 19th November 1998

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EDUCATION

Manav Rachna University, Faridabad

B.B.A (Finance & Accounts)

CGPA: 7.25/ 10

March, 2017 **Amity International School, Pushp Vihar**

72% in Senior School Certificate Examination (CBSE Class 12)

WORK EXPERIENCE

June 2023 – December 2023

Operations Manager – Meals in a Jar, India

- ✦ Develop and oversee budgets for operations, covering labour costs, inventory expenses, and overheads. Implement cost-saving measures while maintaining quality and service standards.
- ✦ Manage and supervise food and beverage inventory levels, implementing streamlined ordering processes to minimize waste and maintain optimal stock. Monitor supplier relationships for timely deliveries and cost-effectiveness.
- ✦ Cultivated strong ties with B2B clients, including event planners and corporate partners. Collaborated to understand specific requirements, ensuring seamless coordination for catering services and large-scale events. Conducted regular meetings to update clients on menu offerings, service enhancements, and operational capabilities.

February 2022 – June 2023

Associate (Corporate Intelligence) – Grant Thornton Bharat LLP, India

- ✦ Conducted 50+ Investment Due Diligence (IDD) research for multiple global and domestic PE/VC firms and banks primarily through secondary sources and specialist databases for ex: Factiva, Nexus, Probe, Refinitiv World-check, etc.
- ✦ Conducted in-depth research and analysis of Intellectual Property Rights (IPR) to support strategic decision-making for clients. Specialized in trademark research, ensuring comprehensive coverage and providing insights into potential risks and opportunities. Utilized key databases, including WIPO Brand Database, TMVIEW, EUIPO, IP India, and USPTO, to ensure comprehensive coverage and accuracy in trademark searches.
- ✦ Drafted client-ready deliverable reports on project deals involving M&A, SMDD, asset tracing, strategic buyouts, and vendor onboarding.
- ✦ Profiled leading multinational corporations and their related COs primarily based in Asia Pacific (APAC) (Singapore, Australia, etc.), Americas, and Middle East regions with a key focus on business operations, income statements, adverse press & media articles, and global regulatory, litigation and compliance checks.

April 2021 – November 2021

Business Development Associate (Research and Operations) – Urban Company, India

- ✦ Led 'Project-Min-Bar RT' for the Central Quality Team, focusing on end-to-end quality assurance. Responsibilities included crafting training modules, overseeing turn-up rates, and supervising training sessions.
- ✦ Collaborated with developers, using SQL to manage databases, resolving queries promptly for streamlined operations.
- ✦ Led a team of 5, implementing day-to-day operations of the 1-Day Re-Training model, involving scheduling, identifying process blockers, and ensuring seamless execution.
- ✦ Achieved a noteworthy success with an 87% rating of 4.5 or above for professionals trained, demonstrating effectiveness in quality control.
- ✦ Significantly enhanced the efficiency of the Kit-Audit Process, serving as a key contributor to process improvement initiatives.

PREVIOUS INTERNSHIPS

November, 2020 – February, 2021 **Intern (Risk Analyst) – Ernst & Young, India**

- ✦ Conducts, executes, and oversees comprehensive analyses of business and financial metrics, as well as performance measures. Demonstrates proficiency in managing and interpreting key data to drive strategic decision-making.
- ✦ Provided strategies for growth, value creation, and profit optimization. Conceptualizes ideas, develops work plans, and executes plans.

May, 2019 – July, 2019 **Intern (Sales and Growth Department) – Visit Health Private Limited, India**

- ✦ Strategic Sales: Implementing diverse customer sales methods for optimal results.
- ✦ Precise Account Research: Conducting thorough research on accounts and pursuing promising sales leads.
- ✦ Data-Driven Reporting: Delivering insightful reports to management utilizing financial and statistical data.
- ✦ Territory Database Management: Proactively maintaining and expanding the client database within the assigned territory.

PROJECT MANAGEMENT AND COMMUNICATION SOFTWARE SKILLS ACQUIRED

- ✦ MySQL
- ✦ Microsoft 365
- ✦ Factiva
- ✦ Probe 42
- ✦ Nexus
- ✦ Refinitiv World-check
- ✦ Google Suite
- ✦ Slack

VOLUNTEER EXPERIENCE

2018- 2019

Prayas Juvenile Aid Centre (JAC) Society, New Delhi

- ✦ Community Outreach and Survey: Conducted a comprehensive survey in the local community to identify children at risk.
- ✦ Enrolment and Workshops: Successfully enrolled at-risk children with the organization and conducted impactful workshop sessions for both the children and their families.
- ✦ Data Compilation and Reporting: Compiled and prepared a conclusive report detailing the progress and impact of the initiatives undertaken with the children, contributing to the organization's goals.

TRAINING PROGRAMMES

- ✦ e-TUTORIAL on Introduction to Intellectual Property offered by WIPO.