



## Anju Maurya

Operations manager with 7.5 years of work experience in steering the business operations skilfully

### Details

#### Phone

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#### Address

Noida, India 201301

### Education

#### MBA

ICFAI Business School - Hyderabad, India  
May 2013

#### B.Tech

Skyline Institute of Engineering and Technology - Greater Noida, India  
GBTU  
Jun 2010

### Profile Summary

As an MBA finance and Supply chain management professional with 7.5 years of experience, I have honed my skills in cross-functional domains, including business operations, strategic planning and analysis, cost and resource optimization. I have a proven track record of collaborating with cross-functional teams and delivering results in a fast-paced and dynamic environment. My strong analytical and problem-solving skills, coupled with my ability to communicate complex financial concepts to stakeholders, make me a valuable asset to any organization.

### Skills

- Ability to work independently and as part of a team.
- Strong work ethic and commitment to achieving goals
- Attention to detail and accuracy in financial data analysis
- Adaptability and flexibility in a fast-paced environment
- Leadership and team management abilities
- Understanding of business operations and strategy
- Cross-functional collaboration and project management experience
- Proficient in financial software and tools such as Excel, OMS, WMS, Order hive, Salesforce and Leadsquared.

### Employment History

#### Operations Associate

Think and Learn Private Limited- Byjus I Noida, India

Sep 2018 - Present

- Collaborating with other departments to ensure seamless operations across the organization.
- Monitoring and reporting on operational performance metrics
- Ensuring compliance with all relevant regulations and standards
- Providing support to the operations team in various tasks as needed
- Maintaining accurate records of inventory and financial transactions
- Coordinating with vendors and suppliers to ensure timely delivery of goods and services
- Managing inventory levels and ensuring timely delivery of products
- Conducting research and analysis to identify areas for process improvement
- Assisting in the development and implementation of operational policies and procedures

#### Freelancer

Sambodhi Research and Communications Private Limited I Noida, India

Sep 2016 - Nov 2017

- Utilizing various software and tools to complete projects efficiently and effectively
- Managing multiple projects simultaneously and meeting deadlines
- Conducting research and analysis to ensure accuracy and relevance of content
- Developing and delivering high-quality content for clients across various industries

#### Business Development Manager

Findable.in I New Delhi, India

Mar 2014 - Dec 2015

- Continuously improve processes and strategies to drive business growth and profitability.
- Create and deliver presentations to potential clients and partners
- Develop and manage budgets, forecasts, and sales targets

- Monitor and report on sales performance and market trends
- Negotiate and close business deals with clients and partners
- Identify and pursue new business opportunities through market research and analysis

#### **Summer Intern**

IFFCO Ltd | New Delhi, India

Mar 2012 - May 2012

#### **A study on Foreign Exchange Management and Working Capital Management in IFFCO**

Understanding the financial system and Working Capital of the organization Indian Farmers

Fertilizers Cooperative Limited (IFFCO). In house training learn the significance of efficient usage of working capital management to maintain liquidity.

IFFCO involves imports and investments in its foreign subsidiaries giving rise to foreign currency risks exposure. Project dealt with analysis and interpretation of types of foreign exchange risk and hedging tools.