

HARSHADA ANAND BHERE

Andheri, Mumbai-400053 +91-9967056469 bhereh@gmail.com

Experienced Assistant Manager with over 5+ years of proven expertise in managing corporate operations, devising strategies and improving and streamlining organizational processes. Strong knowledge of operations management, logistics and supply chain management. Experienced in managing teams and partnering with cross-functional stakeholders to accomplish business goals effectively.

WORK EXPERIENCE

Assistant Manager

06/2022 to Present

D Analytical Support Pvt. Ltd.

Mumbai

- Managing the organization's workforce of approximately 32 individuals conducting various projects for various clients situated in the United States.
- Provided management with a wide range of analytical insights, resulting in a contribution to the organization's quick expansion of up to 72% in the span of 14 months.
- Strategically oversee capacity and resource allocation, aligning manpower with project needs, while maintaining a robust buffer for seamless adaptation to new initiatives.
- Orchestrating end-to-end HR operations, encompassing recruitment, onboarding, training, and overall employee development.
- Seamlessly driving new process implementation, from initial demos to comprehensive documentation, culminating in successful full-scale execution.
- Proficiently delivering tailored training to teams on diverse platforms including SAP, System 21, MRP executioner, Lightspeed, Shopify, Sales Navigator, Seamless, Quickbooks and Salesforce, meeting specific client needs.
- Producing and presenting client reports on a daily, weekly, and monthly cadence, while driving team adherence to deadlines and maintaining high-quality deliverables.
- Developed a dynamic Google Sheets workflow system, seamlessly transitioning from Excel workbooks. Enhanced visibility and team coordination, while implementing real-time dashboards for comprehensive process monitoring.

Production Planning Control Executive

12/2019 to 06/2022

Selec Controls Pvt. Ltd

Navi Mumbai

- Directed the organization's molding division which consisted of a team of roughly 45 members across various cross-functional departments such as product design, purchasing, production planning, warehousing, production floor and quality control.
- Planned monthly production, control activities to improve runtime while maintaining high quality, timely delivery and cost-effectiveness for the budgets of roughly „250 Cr. annually.
- Prepared MRP plans for SMT and Moulding divisions, leveraging FG production timelines, material receipt

- schedules, and considering man and machine capacity. Innovate contingency strategies, including outsourcing excess capacity to trusted vendors and securing external projects during periods of under capacity.
- Introduced Service Level Agreements (SLAs) with third-party vendors in a phased approach while effectively negotiating favourable OTIF terms and pricing agreements, leading to a significant cost savings.
- Developed and implemented a Google Sheet-based raw material inventory management system that provided the procurement team with key insights on demand forecasts, Inventory Turnover Ratios, MOQs and EOQs to prevent stock shortages and surpluses.
- Revamped end-to-end vendor development process, encompassing vendor sourcing, rate negotiation, comprehensive documentation, and streamlined integration into operational workflow.
- Assessed the operational performance of internal and external service providers; KANBAN and KAIZEN principles were implemented at several stages to boost efficiency.
- Provided a wide range of analytical insights to management and developed strategic business reports through the implementation of KPIs and dashboards, resulting in cost-effective operations and monthly savings of 4-5%.

Repair Technician

01/2018 to 08/2018

iQor Global Services India Pvt. Ltd.

Navi Mumbai

- Conducted comprehensive quality checks on set-top boxes to ensure adherence to specifications and standards.
- Inspected incoming and outgoing set-top boxes for defects, damages, or missing components.
- Implemented quality control processes and procedures to improve overall product quality.
- Estimated damage and calculate the cost of materials.
- Prepared daily, weekly and monthly quality reports.
- Ensured that all existing and new project training and reporting procedures are documented, updated, and adhered to within the organization.

Electronic Sub Engineer

08/2014 to 08/2015

Ajit Electronics Corp

Mumbai

- Oversaw inventory management, ensuring accurate stock levels and minimizing shortages or excesses. Created and maintained requisition lists to effectively track and request necessary supplies and equipment.
- Placed orders with vendors and suppliers, considering factors such as cost, quality, and delivery timelines. Tracked and monitored order status, following up with vendors to ensure timely delivery.
- Manufactured controllers according to specifications, assembling components and conducting quality checks. Calibrated controllers to ensure accurate measurements and optimal performance.

SKILLS

IT Skills - Experienced with Microsoft Excel, Word, PowerPoint, and GoogleSheets

Experienced with SAP ERP, MRP Executioner, Salesforce, Quickbooks

Languages - Fluent English, Hindi, and Marathi

Teamwork, Market Research, Time Management, Strategy Planning and Seamless Execution.

EDUCATION

Welingkar Institute of Management Development & Research (WeSchool)

Other

PG diploma in Management (HB) (Operations Management)

Mumbai

01/2022 to Present

Mumbai University

Bachelor's

B.E. Electronics & Telecommunication

Navi Mumbai

06/2015 to 04/2019