

# RESUME

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## Career Objective:

Intend to build a career in a leading corporate hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. As a motivated and dedicated professional, I am willing to work as a key player in a challenging and creative environment.

## Professional Summary

Experienced Data Analytics', skilled at interpreting, evaluating, and creating solutions for various business-oriented sophisticated systems & processes enabling profitable business operations with customer-centric solutions. Excellent managerial and interpersonal faculties are invaluable to ensuring tasks and projects are conducted in a timely and successful manner at all times.

## Experience Summary:

### HUSTLER EQUIPMENT INTERNATIONAL LIMITED.

Senior Executive -2022 Till Date

- ☐ Handling Team Meetings.
- ☐ Daily, Weekly, Monthly, and Quarterly Reports.
- ☐ Maintaining PO's Control Sheet.
- ☐ Preparing Presentations for Team meetings.
- ☐ Handling Logistics and Container dispatch documents follow-up with suppliers.
- ☐ Container documents are uploaded on Smartsheet.

- ☐ Photos & Dispatch documentation files storage of each order PO wise (Stage inspection, Dispatch)
- ☐ Handling Backend report.  
Payments and PO's Status follow-up with Suppliers.
- ☐ Maintaining Bookkeeping, filing, Schedule meetings, and Schedule for travel plan arrangements and accommodations.
- ☐ Coordinate with the Global supply chain team.
- ☐ Handling HR Executive Works like salaries, incentives, holidays Etc.
- ☐ Inventory list Audit & Asset list Audit.
- ☐ Planning for production Forecasting.
- ☐ Maintaining Vendor List.
- ☐ Quotations follow up with Suppliers.
- ☐ Various kinds of reports.
- ☐ Checking drawings and interacting with suppliers etc.  
Supply Chain Executive – Nov'22 till date
- ☐ Forecasting requirement /Qtr Targets
- ☐ SCM- Generate Pos& Drawings issued with Vendors, Update PO List, Daily worm report, Daily & Weekly Production status followups, Update PPTs, Container Sheet updated, Payment status followups Etc.
- ☐ Container Plan, Container Loading Monitor, Container Tracking details, Logistics payments followups, Container damages, Container loading snaps uploaded, Container documents collected, and Airfreight & courier followups.
- ☐ Air Fright and Sea fright containers tracking and followups.
- ☐ POs , Vendors payments followups.
- ☐ POs creation, Inventory management, vendors status follows Raw material sourcing,taking care of supplu sourcing, Coordination with internal teams by understanding their requirements.
- ☐ Ensuring the adequate supply of all required materials, components and equipment.
- ☐ Manage purchasing shortage list and ensure material is ordered and expedited in a timely manner and communicate to production.
- ☐ Releasing POs to the shortlisted suppliers and ensuring materials and docked to the company based on the need date.

## AUDI BENGALURU-JUBLIANT MOTORS WORKS PVT LTD.

Designation: MIS Executive.

Duration: Feb 1<sup>st</sup>, 2016 to 2019.

- ☐ Expert in Multiple reports working with formula, Pivot Chart, Pivot Table, and various other excel sheet components for accurate data.  
Summary Reports, quality Pledge & E-mails sent to customers, ☐ Prepare Monthly Technician Productivity & Incentive Report.
- ☐ Maintained Driver's Time Tracker Report & Incentive report.
- ☐ Update Team data tracker & MIS Dashboard on Daily, Weekly & Monthly Reports Etc.
- ☐ Data collection and prepare dealer reports for Bangalore, Mangalore, Pune, and Chennai).
- ☐ Advanced presentation in MS PowerPoint to Present MIS & Other related important reports.
- ☐ Coordinate and communicate with multiple teams in Business Technology.
- ☐ Analyze errors in software applications and coordinate with vendors & resolve the issues.

### Promotion to Corporate Office –MIS EXECUTIVE (Jubilant Motors Works Pvt Ltd).

Handling 7 Markets & MG Dealers – 4 locations – (2019 -2022) (6 Years)

- ☐ Group Team data tracker & MIS Dashboard on Daily, Weekly & Monthly & Yearly Reports Etc.
- ☐ Handling locations-wise new software portals.
- ☐ Analyze errors in software applications and coordinate with vendors & resolve the issues and upload daily data.
- ☐ Coordinate and communicate with multiple teams' Service Heads.
- ☐ Preparing Performance PPT Process & Business-wise
- ☐ Generate Daily/Monthly/Yearly by using advanced excel functions ☐ Handle Team queries about their Incentive, Target & Achievement.
- ☐ Arranging the data according to the format.
- ☐ Prepare data as per process requirement.
- ☐ Handling alone 7 branches data and documents.
- ☐ Consolidated downtime report and track the record daily.
- ☐ Maintain Technician's Incentive Reports based on productivity.
- ☐ Quality Reports.
- ☐ Worked on ad-hoc requests as per requirements.
- ☐ Tracked different metrics daily and organized them for ease of use.
- ☐ Updating Data Tracker and MIS Dashboard on a daily and weekly basis.
- ☐

Handling multiple reports, working with MS-Excel, different formulas and various others excel sheet components for accurate data. ☐ Create Various MIS Reports.

BMW-NAVNIT MOTORS PVT LTD.

Designation: CRE After Sales - Exposure as Service Assistant & Data Analytics. Duration: July 12<sup>th</sup>, 2012, to Jan 31<sup>st</sup>, 2016 (3.5 years)

Job Description.

- ☐ Supporting High profile clientele as per BMW Standards  
Follow-up of payments from Insurance
- ☐ Analyzing Workshop productivity and preparing Technician & drivers incentive
- ☐ Following up on the Payment outstanding report,
- ☐ Daily, Weekly & Monthly reports,
- ☐ Service job card opened, System Work
- ☐ Monthly & Yearly Prepare Presentation. (P.P.T.)
- ☐ Coordinate with Service Engineer's & Technician's Teams.

**Certification of Appreciation:**

- ☐ Best Employee in 2017/18 from Jubilant Motor Works.
- ☐ Best Performer Employee – 2020 (Corporate Office).
- ☐ Best Most Supporting Performer in 2021 from Jubilant Motor Works. (Corporate Office).

### **Educational Profile:**

- ☐ Completed M.COM in 2012 from ManasaGangothri in Mysore, with 53%.
- ☐ Completed BBM in 2010 from Government First Grade College, Pandavapura, Karnataka with 62%.
- ☐ Completed Intermediate (P.U.C) in 2007 Girls PU College, Pandavapura, Karnataka, with 75.8 %.
- ☐ Completed S.S.L.C in 2005 from Board of Secondary Education, Karnataka with 59%.

### **Personal Details:**

Name	Deepika C B
Father's Name	Balaraju C E
Marital Status	Single
Date Of Birth	12.06.1989
Nationality	Indian
Religion	Hindu
Languages Known	Kannada, English, Hindi.
Hobbies	Listening to Music, Watching TV, Cooking Etc...

Computer Skills	Internet Explore & Tally 0.9 & PowerPoint, MS Excel, MS Word, VLOOKUP, Pivot Table & Chart & Concatenate, Count If, Average, Drop down list formula, Vlookup& Advance Excel....
Present Address	C/o Sri Lakshmi sreenivasa ladies PG Narayan reddy layout Hosur main road Electronic city phase 2 Bangalore-560100
Permanent Address	D/o Balaraju C E Chikkade, Pattasomanahalli Post, Pandavapura Taluk-571434 Mandya District, Karnataka

**Declaration:**

I hereby declare that the above information is true to the best of my knowledge and belief, and I shall be held responsible for the correctness of the above-mentioned particulars

Date :

Place : Bangalore

(Deepika C B)