Harshmeet Kaur Chawla

New York, USA | +17325589086 | hc1024@scarletmail.rutgers.edu | www.harshmeetkaur.info | LinkedIn

EDUCATION

Rutgers, The State University Of New Jersey   **NJ, USA**
Master of Supply Chain Analytics   *Graduation Date: December 2024*
- Relevant Coursework: Analytics for Business Intelligence, Lean Six Sigma, Operations Analysis, Procurement & Global Sourcing, Supply Chain Management Strategies, Business Analytics Programming, Supply Chain & Artificial Intelligence, Negotiations, Supply Chain Analytics and Project Management

WORK EXPERIENCE

Mount Sinai Health System   **NY, USA**
Pharmacy Supply Chain Intern/Deputy Buyer   *Jan 2025 – Present*
- Trained and coached incoming intern on Epic Willow, supplier portals and inventory forecasting, reducing onboarding time by 25% and ensuring seamless knowledge transfer for uninterrupted operations
- Coordinated procurement and inventory management across 3 hospital sites, maintaining 99% on-time supply of critical medications and managing $3M+ in inventory to minimize stockouts and overstock
- Produced and analyzed 15+ weekly reports on inventory, POs and demand trends, driving strategic procurement decisions and improving inventory accuracy by 15% across 7 hospital sites
- Developed a capstone Excel tool to calculate Days of Supply, reorder quantities and par levels for key medications, automating manual processes and improving forecasting and procurement efficiency by 20%
- Managed PO accuracy, tracked 200+ uninvoiced items and issued compliance alerts, reducing inventory discrepancies by 20% and preventing potential financial exposure
- Optimized daily data requests and reporting using Epic Willow, supplier portals and structured action logs, improving operational efficiency by 30% and accelerating cross-team decision-making
- Co-developed agendas, content and logistics for procurement team retreats, aligning 15+ team members on strategic initiatives and enabling process improvements that increased procurement efficiency

Threads of Harman   **Remote, USA**
Supply Chain Intern   *Jun 2024 – Aug 2024*
- Boosted inventory turnover by 10% by leveraging Power BI and Excel to analyze sales trends and key performance indicators, driving smarter stock decisions
- Reduced stockouts by 15% and excess inventory by 8% through accurate demand forecasting and cross-functional collaboration with procurement and sales teams
- Shortened material replenishment lead times by 20% by delivering actionable insights and dynamic visualizations in Power BI, accelerating data-driven decision-making

Industry Client Project | Chanel USA   **NJ, USA**
Supply Chain Analyst   *Jan 2024 - May 2024*
- Optimized warehouse and in-store inventory levels by analyzing domestic shipment patterns using Power BI and Excel, improving stock distribution and availability
- Enhanced inventory forecasting accuracy by 18% and reduced stockouts by applying advanced forecasting models and Python-driven data insights

Capgemini   **Bangalore, India**
Associate Consultant - Leadership Recruitment   *Jun 2022 - Jun 2023*
- Sourced and evaluated 300+ profiles for Director to VP roles, supporting leadership hiring
- Led full-cycle recruitment for 10+ senior candidates across 5–6 business units, from sourcing to onboarding
- Conducted benchmarking on Sr. Director and VP Compensation & Benefits to guide talent strategy
- Coordinated with 10+ agencies daily to build and maintain a strong leadership pipeline

VOLUNTEER & AWARDS

- Participated in a Food drive by Toyota Financial Services & Food Bank Network of Somerset County, NJ (2023)
- Hosted 10+ events as one of the 7 members of the MBA Alumni Committee in 2020 – 2022

SKILLS

Skills: Microsoft Office (Excel, Word, PowerPoint), MS Excel & Google Sheets, SAP SuccessFactors - Myhire, Python, R, SPSS, Project Libre, Power BI, Demand Planning, Forecasting, Data Analysis, Inventory Optimization, MRP Concepts, SQL