

## JYOTI SINGH

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### SUMMARY

Experienced professional with rich knowledge in Organic, Industrial & Analytical Chemistry. Holding experience in managing and troubleshooting R&D Projects, Outsourcing Coordination, Business Analysis & Data Analysis, MIS, Sales & Marketing with excellent Interpersonal & Communication skills.

Looking for Opportunity in Costing & Data Analysis.

### EXPERIENCE 📅 10/2024 to 01/2025 ♀ Mumbai (M.H)

Senior Officer- Sales & Marketing at **TCPL Packaging Ltd.**

<https://www.tcpl.in>

- Sales & Marketing
- Releasing Sales Order (Flexible & Carton orders in ERP) and coordinating dispatch of materials from Sales Order release till its final dispatch.
- MIS Reports preparation.
- Handling Carton and Flexible Packaging Projects in Web Centre.
- Handling Carton & Flexible Customers.

### EXPERIENCE 📅 03/2023 – 06/2024 ♀ Nashik (M.H)

Executive - General Management (Outsourcing) at **JPFL Films Pvt. Ltd.**

<https://www.jpflfilms.com>

- Preparing monthly Product Mix Data & Trends by extracting data from S/4 HANA and SAP BW from all areas of Plant (BOPP, BOPET, CPP, Metallizers & ETLM) for analysis of Business sales strategy.
- Maintaining Customer complaint records (investigating & arranging CAPA).
- Technical Coordination of Plant Outsourcing Projects – JFE (Jindal Films Europe), JFA (Jindal Films America), JNF (Jindal Nylon Films), Rexor (from Planning till Dispatch of Product) b/w PPC, QC, Packing and Dispatch Departments of Plant & Sales and Marketing team in H.O.
- Involved in MIS (Management Information System); Operational Reports & Trends, KPIs and Presentations.

### EXPERIENCE 📅 12/2021 –01/2023 ♀ Hyderabad (Telangana)

Research Associate at **Aragen Life Sciences** (<https://www.aragen.com>)

- Conducting, managing & troubleshooting Research & Development Projects (FFS & FTE) in Pharmaceutical.
- Extracting Research articles from Research Engine tools (Scifinder, Reaxys, Pubchem).
- Maintaining Synthetic Organic Protocols (LNBs & Soft copies).
- Inventory Management
- Analytical Data interpretation by MS, LCMS, HPLC & NMR.
- Tracking & Ensuring shipment of R&D products on time.

### PROFESSIONAL SKILLS

- Management Information System
- Data & Business Analysis
- Outsourcing Coordination
- Research & Development
- Supply Chain Management
- Sales Order Management
- Cost Management

### SOFT SKILLS

- Microsoft office Package
- Communication skills
- BI, Power BI
- ERP, Web Centre
- SAP S/4 HANA, SAP BW
- Search Engine Tools - Reaxys, Scifinder, ChemDraw, PubChem
- Language Known: - English, Hindi & Marathi

### ACADEMIC CREDENTIALS

- **Master's in Science in Organic Chemistry** (9.5 CGPA) from **K.T.H.M. College Nasik** affiliated to **SPPU** in 2020.
- **Bachelor's in Chemistry** (9.2 CGPA) from **Bhonsala Military College**, Nashik affiliated to **SPPU** in 2018.
- H.S.C from **C.B.S.E Board** passed with first class with distinction and S.S.C from **C.B.S.E Board** passed with first class with distinction.

### CERTIFICATIONS & ACHIEVEMENT

- **Diploma in Cost Accounting** from **Udemy** (2025)
- **Diploma in CRM** from **Udemy** (2024)
- **SCM Planning & Scheduling** from **TCS Ion** (2024)
- **Simplilearn Business Analytics with Excel** (2024)
- **Star weaver Business Analysis: Key Definitions & Strategy Analysis** (2024)
- **Alison Master Microsoft Power BI** (2024)
- **Simplilearn - Google Sheets** (2024)
- **Google certified Project Management Professional** (2022)
- **Green Belt & Black Belt** from **LinkedIn e-learning** courses
- **Student Solar Ambassador** from **SPPU** (2020)
- **Quality Control Certification** from **NSDC** (2020)
- **Soft Skill Development** from **Mahindra Nandi Foundation** (2020)
- **CCC (Course on Computer Concepts)** from **NIELIT** (2018)
- Certificate for **Waste Management Project** at **State Level Seminar**
- Certificate for **National level Elocution** competition
- **Certificate of Merit** from **Army Welfare Education Society**
- Certificate for **Inter-House Cross Country** at **Inter-School Level**

### HOBBIES

- Orating
- Dancing

### PERSONAL DETAILS

- Gender - Female
- Father Name - Brijesh Kumar Singh
- Mother Name - Menu Singh
- Nationality – Indian
- DOB- 8 January

**EXPERIENCE 08/2020–11/2021 Ahmedabad (Gujarat)**

Research Associate-1 at **Oxygen Healthcare Research Pvt. Ltd.**

<https://o2h.com>

- Conducting, managing & troubleshooting Research & Development Projects (FFS & FTE) in Pharmaceutical.
- Extracting Research articles from Research Engine tools (Scifinder, Reaxys, PubChem).
- Maintaining Synthetic Organic Protocols (LNBs & Soft copies).
- Analytical Data interpretation by MS, LCMS, HPLC & NMR.
- Inventory Management
- Tracking & Ensuring shipment of R&D products on time.

THANK YOU