

JYOTI SINGH

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Flat No. 302 Navkar Prakash Apartment Jai Bhavani Road Nashik-422102

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.jpfilms.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 [Bhonsla 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