



## SUMMARY

Results-driven Operations Executive with 4+ years of expertise in Operations Management optimizing resource allocation, and enhancing overall efficiency. Proven track record in managing cross-functional teams, improving workflows, and ensuring seamless operations. Adept at problem-solving, data analysis, and driving organizational success.

## EDUCATION

### HNIMR, Pune University

MBA (Operations)  
2018 - 2020

### TCOER, Pune University

B.E.(E&TC)  
2014-2018

## SKILLS

- Microsoft Excel, PowerPoint, Word.
- Knowledge of SAP (Material Data Management/Warehouse Management).

## PROJECTS

### Implementation of AES algorithm for encryption and Decryption of Data

- The AES algorithm is a symmetric block cipher that can encrypt and decrypt information.
- Encryption converts data to an unintelligent form called Cipher. Decryption of the cipher-text converts the data back into its original form, which is called plain-text.

### MBA Project

- Modernization in supply chain management-A project report on SMARTT Logistics.
- A Study of supply chain management practices in Tata motors and Mahindra and Mahindra.

## STRENGTHS

- Possessing strategic decision making and risk management skills.
- An ability to handle the pressure arising from having to meet deadlines and target.
- Able to evaluate complex situations and find solutions for them.
- Supply chain coordination, regulatory compliance.

## PROFESSIONAL EXPERIENCE

### Operations Executive

KPIT Technologies | Apr 2022 - Jun 2024

- Internal Resource Fulfillment utilizing CIPD and other sources.
- Identifying exact requirements with delivery, prioritizing the requirements basis the revenue leakage.
- Analyzing Headcount vs Revenue of projects to determine if both are inline, if not, appropriate subsequent actions to be initiated.
- Have a plan in place for fulfilling upcoming opportunities for your respective practices responsible as a fulfillment lead.
- Ensuring the external positions created by delivery teams are in line with their revenue projections.
- Ensuring the employee skills/resume data base must be accurate.
- Training coordination with Ecode Team for Team members.
- SNP Retention - Connecting with employees, serving notice period with an aim of retaining them through project change, technology change, onsite opportunity aspiration fulfillment.
- Coordination with TAG team for resource fulfillment.

### Operations Manager

PROSONIC Technologies| Nov 2020 - Apr 2022

- Second Responsible person of Prosonic Technologies Pvt Ltd
- Setup Inward & Outward complete process of products.
- Monitored & setup complete process for laptop repair department.
- Monitoring & Setting Up Complete Process for TRC Department
- Building a Robust Social Media Management System.
- Purchase of new material, vendor relationship management and inventory management.
- Releasing purchase orders, bill of entry management.
- Handling of domestic & international logistics.
- Debtors list payment, collection from accounts department.

### Supply Chain Intern

TATA Motors CVBU | Jul 2019 - Dec 2019

- Monthly reconciliation with the CRDO and Global Delivery Centre team with respect to GRN which were not acknowledge.
- Maintaining different process improvement techniques like 5S, KANBAN, FIFO, and KAIZEN.
- Responsible for issuing the material to other stores on timely basis to avoid any production loss and Maintain inventory by-passing real-time entries in SAP.
- Responsible for proper working and maintenance of assets such as AGVs, goods lifts, forklifts and hand pallet.