



# Amit B. Kashyap

B-75 Bhagat Singh Colony  
Shivaji Enclave Rajouri Garden  
New Delhi- 110027

 advamitkashyap007@gmail.com  
 +918077579358

[Linkedin.com/in/amit-kashyap-736513176/](https://www.linkedin.com/in/amit-kashyap-736513176/)

## ABOUT ME



### Warehousing | Supply Chain | Operations

Seeking an opportunity to prove my skills, abilities and give my contributions to the organizational growth. I wish to join an organization where I can prove my worth and am one of the remarkable parts as an asset to the organization

## EDUCATION



### Masters, in Business Administration

RKGIT College Kadrabad ,Modi Nagar  
Uttar Pradesh Tec. University  
Uttar Pradesh,India

Passed, Dec 2013  
Marks 58%  
Division 2

### Masters , Commerce

MMPG College Modi Nagar  
Chaudhary Charan Singh University  
Meerut, Uttar Pradesh,India

Passed, Dec 2003  
Marks 53%  
Division 2

### Bachelor, Commerce

MMPG College Modi Nagar  
ChaudharyCharan Singh University  
Meerut, Uttar Pradesh,India

Passed, Dec 2001  
Marks 50%  
Division 2

### 10+2

Modi Science & Commerce College  
Allahabad Board

Passed, July 1998  
Marks 68%  
Division 1

## HIGHLIGHTS

- Strategic Planning
- Negotiation expert
- Systems Implementation
- Quality managements
- Procedure Development
- Financial Oversight
- Team building

## SKILLS



- Establishing and implementing goals and objectives.
- Knowledge and understanding of the financial information technology.
- Proven track record of developing and implementing business strategies.
- Having a mature approach to set-backs.
- Awareness of and sensitivity to cultural diversity.
- Sharing knowledge and expertise in a highly professional manner.
- Decision making in a pressured, commercial driven environment.

**March 2019 – Current**  
**Operation Manager**  
**Ninjacart**

Working with M/s Ninja Cart as a **Manager (DC Operation)**. Ninja cart is India's leading Agri tech platform, solving one of the toughest supply chain problems of our country through technology. We connect vegetables and fruits farmers directly with businesses. At one end, we help farmers get better prices and ensure consistent demand and on other end, we help retailers source fresh vegetables at competitive prices directly from farmers.

- Making Logistics TAT- To ensure right field executive to ensure timely delivery of orders at ASP.
- Making DC GRN TAT- To ensure timely GRN of service material delivered at DC.
- Checking the DC stock position and arrange the same from branches or inform the stock controller.
- Handling grievances from both customer and company end, taking it forward with speedy solution for the same.
- Handling of RTO process. Reverse/Return/Damaged/Partial return products.
- Manage cash flow for the allocated area. This includes money inflow & money outflow required for running operations for the allocated area.
- Making Dispatch TAT- To ensure timely execution invoices generated through the system.
- Proper follow-up for LMD orders to the field executive.
- Preparing day to day reports which include cash reports, reconciliation, attendance portal, Automation implementation, overtime payment.
- Checking of bills received from vendors.
- Route allocate to field executive.
- Handling a team of more than 100 peoples like Incharge, Executives, Delivery Agents, Pickup Agents ,
- Also handling the vendor management of DC like Labour vendors, Housekeeping vendors and LML Vehicle vendor.

**March 2017 – Feb 2019**  
**Operation Manager**  
**LifcarePharmacy**

LifCare is a subscription pharmacy for patients with chronic diseases. For patients suffering from diseases like Diabetes, Cardiac conditions, Hypertension, renal disorders, thyroid, etc., we refill their medication on an ongoing basis. We use intelligent technology and data science to automate refills so that patients never miss a dose.

- Strategies manpower requirement for the region, also manage effective use of manpower to make optimum utilization.
- Checking the warehouse stock position and arrange the same from branches or inform the stock controller.
- Manage cash flow for the allocated area. This includes money inflow & money outflow required for running operations for the allocated area.
- Measurement of warehouse operation efficiency through proper MIS & data analysis.
- Handling of RTO process. Reverse/Return/Damaged/Partial return products.
- Handling grievances from both customer and company end, taking it forward with speedy solution for the same.

- Monthly and weekly Performance review of Warehouse operations.
- Making Dispatch TAT- To ensure timely execution invoices generated through the system.
- Managing Logistics TAT- To ensure right field executive to ensure timely delivery of orders at ASP. aki
- Making Warehouse GRN TAT- To ensure timely GRN of service material delivered at Warehouse.
- To ensure availability of packaging materials at warehouses.
- Route allocate to field executive.
- Preparing day to day reports which include cash reports, reconciliation, attendance portal, Automation implementation, overtime payment.

Sep 2015 – March 2017

**Station Manager**

**Grofers India Pvt Ltd**

Grofers India Private Limited provides a local mobile e-commerce platform for online shopping and delivery of groceries, fruits, vegetables, cosmetics, electronics, and other daily needs in India. It offers fresh produce, pet care products, bakery products, meats, flowers, sports products, household products

- Regular follow-up and status reporting regarding.
- Maintaining balance among vendor, staff, and management so that company grow and could meet customer's expectations.
- Inventory management.
- Receiving the material from different Vendor and Warehouse
- Measurement of warehouse operation efficiency through proper MIS & data analysis.
- Making Dispatch TAT- To ensure timely execution invoices generated through the system.
- Planning for distribute stock from depot to depots and distributors.
- Making Discrepancy resolution TAT- To ensure settlement of transit discrepancy through courier or insurance companies.
- Manage Stocks in System to with Physical Stock.
- Stock distribution after receiving the new stock from Vendor to branches as per distribution letter.

Jan 2013 – Aug 2015

**Asst. Manager**

**Asha Ram & Sons Pvt. Ltd**

Asha Ram & Sons Pvt. Ltd is one of the world's leading publishers of educational and general interest books for and about the school books. For over ten years asha ram has been committed to providing a comprehensive range of authoritative teaching and learning resources across all subjects and levels. Wherever possible the main content of the material is drawn from the everyday lives of the students, providing a focused, Caribbean-specific learning experience.

- Checking the warehouse stock position and arrange the same from branches or inform the stock controller.
- Making monthly Operation Dashboard & Supply chain reports.
- Monthly and weekly Performance review of Warehouse operations.
- Making Dispatch TAT- To ensure timely execution invoices generated through

- thesystem.
- Making Discrepancy resolution TAT- To ensure settlement of transit discrepancy through courier or insurance companies.
- Examine and inspect stock items for wear or defects, reporting any damage to Manager.

---

#### COMPUTER PROFICIENCY



- MS Word all version
- MS Excel all version
- MS Power Point
- TallyErp 9
- Flash
- Fareye
- Eco Green
- Blink

#### LANGUAGES



- Hindi
- English
- Punjabi

---

#### PERSONAL INTERESTS



- Volunteer Work
- Blogging
- Gaming
- Traveling
- Music

---

#### PERSONAL DETAILS



Father:	Late. BS Kashap	Marital Status:	Married
Birthday:	April 10, 1981	Nationality:	Indian
Gender:	Male		

---

#### MY ADDRESS



B-75 Bhagat Singh Colony  
Shivaji Enclave Rajouri Garden  
New Delhi– 110027

#### Declaration

I, Amit Kashap, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

---

Amit B. Kashyap

New Delhi