

# SWATI SHARMA

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## Experiences:

**Technical Manager, Suparna Herbs India Pvt Ltd**  
Delhi, India

April/2020 - Present

### Key Accomplishment

- 1. Awarded the "Best Employee of the Year" among 50 employees for above and beyond performance
- 2. Gained 99% client satisfaction for providing fully approved final products ahead of deadlines
- 3. Received 5-star rating from team members spread across various locations for excellent team management

### Daily Roles:

- ▶ Hybrid role i.e. Managerial + Business Analyst.
- ▶ Managing end-to-end supply chain management in D2C service and B2B service.
- ▶ Handling procurement, production, warehousing & logistics.
- ▶ Communicated with cross-departmental teams to manage workflow and release of the consignment ahead of deadlines with quality check.
- ▶ Expertise in logistics management & Last minute complex deliveries to increase profit & gaining Post Purchase experience.
- ▶ Managing and leading meetings with the third-party(B2B service) to understand their needs and requirements of the product.
- ▶ Also handling some mixed roles like data analysis & preparing reports to keep track of the inventory & fluctuating orders occasional over the financial year orders.
- ▶ Dashboard Designing and data visualization with following best practices.

**Assistant Technical Manager, Meenakshi Ayurvedic**  
Faridabad, Haryana

Aug 2017 to Apr 2020

### Key Accomplishment

- 1. Awarded the "Appreciation letter for good spirit at work" for above and beyond performance
- 2. Received good ratings from the team members for being cooperative and supportive in leading the team on behalf of the Technical head manager.
- 3. Gained appreciation and bonus from Head of the department in getting documents and final product approved by the clients and also getting timely release of the projects.

### Daily Roles:

- ▶ Actively, assisting out Technical Manager in production unit of the company.
- ▶ Preparing formulation sheets for the products and arranging technical reports.
- ▶ Completing application procedure of the approval of the products and getting them approved with the FDA of India.
- ▶ Preparing SOPs for the production, managing the team of 5 people and performed out the project operations under assistance of technical head.
- ▶ Managing meetings with clients to discuss requirements and getting approval.

## Skills:

Supply-Chain Management	Excel	Client Engagement	Workforce Management
Python	Power BI	AWS	Power BI
PySpark	Hadoop	MySQL	Postgresql
Customer Service	Dashboard Designing	Big Data	

## Education:

**Bachelors of Science (B.Sc.)**

July 2014 to July 2017

**Himalayan University, Arunachal Pradesh**

**JLPT N4 Certification**

Apr 2012 to July 2014

**The Japan Foundation & Japan Educational Exchanges & Services, Moolchand, Delhi**

**Higher Secondary School - CBSE Board**

Apr 2011 to Mar 2012

**Govt Girls Senior Secondary School, Andrewsganj, Delhi**

**High School - CBSE Board**

Apr 2009 to Mar 2010

**St. Giri Public School, Sarita Vihar, Delhi**

## Projects & Certifications:

**Swadesh Program Reliance Retail Pvt Ltd.**

July/2022- Dec/2023

Gets expertise in end-to-end supply chain service in B2B, starting from the sourcing till the shipment delivery solely.

- Sourcing the requirement from the client.
- Arranging procurement on the basis of requirement after analysis.
- Raised testing & reports concerns of the samples for the approval of the license.
- Providing requirement details of the product to the production department.
- Warehousing & inventory management for dispatches.
- Managing logistics ahead of the deadline.

**Business Intelligence (BI) certification program, Edureka**

July/2024

Gets hands on experience over range of skills and concepts related to data analysis, reporting, and data visualization.

- Data warehousing, Design and architecture of data warehouses and ETL processes
- DBMS, SQL and analytical function (window function).
- Overview of Power BI: creating reports, dashboards, and data visualizations
- Big Data Technologies: Hadoop ecosystem, PySpark and Data Bricks.
- Handling and analyzing large datasets.
- Hands-on labs, exercises and Assignment