Curriculum Vitae

Ashutosh

Address. RE-5, Street no–6, Vikas Nagar, Uttam Nagar, New Delhi 110059
Email ID: ashu97.aj@gmail.com
Contact No.: 8076921723

PROFESSIONAL SNAPSHOT

- ✓ A competent professional with nearly **3.5 year** of experience in Procurement, Data Analysis, MIS, Quality Assurance, Deduction, process improvement, supply chain management.
- ✓ Functional abilities in preparing & maintaining Daily Production Reports, MIS Reports, Monthly Business Reports for Analysis.
- ✓ Interacting with the Suppliers and understanding the company requirement and creating tools Excel and also analyzing supplier complaints and reducing/eliminating the complaints.
- ✓ Hands-on experience in Data Analysis, deft at understanding requirements, design formats, following up with suppliers and business development team.
- ✓ Excellent analytical, Negotiation & Inter-personal skills with demonstrated communication and relationship management abilities.
- ✓ Coming up with innovative solutions, which can help in reduced manual work and increase automation to reduce the error probability.
- ✓ Co-ordinate in all process improvement initiatives with Process AM/Manager.
- ✓ A quick leaner with good analytical skills and strong decision making skills.
- ✓ A proactive and smart planner with competency in Data Analytics, and Business Analytics.

Experience:

- ✓ **6 months** of experience as Junior Executive in **HT Media Ltd**.
- ✓ **6 Months** of experience as Purchase Executive in **Design India**
- ✓ **1.5 Year** of experience as procurement Executive in **Swiggy Instamart**.
- ✓ Working in **The Delhi Flour Mills Co. Ltd.** as Senior Supervisor – Back Office.

Technical Skills:

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- ***Advance Excel:*** Creating Dashboards based on excel functions/Tools like Pivot Table, Dynamic Charts, VLOOKUP, Hlookup, Count if(s), Sum if(s), Sum-product, Cell formatting, Subtotal, IF Condition, Pivot Table, Pivot Chart, Validation, Index match.

- Advance Excel, Google sheet, Word, Outlook, Gmail, ERP, Power BI.

- Having good knowledge of E-Commerce platforms like Amazon, Flipkart, Swiggy Instamart, Blinkit, Zapto, Dunzo, etc.

Work Profile IN HT Media Ltd

- ✓ 6 months Experience of **Junior** Executive in **HT Media**

     (Sept-2019 to March-2020)

Duties and Responsibilities

- Maintain inventory of stocks, Inspection of incoming materials, Coordinate with suppliers, Follow ups with Suppliers.
- Preparing Daily, Monthly, Quarterly & Yearly MIS reports and sending it to the management of Process data.
- Maintaining report & giving information to the top management daily regarding the performance.
- Calculating & monitoring the various Key Performance indices, related to Process Volume, Quality etc
- Making Monthly and A-dhoc presentation in Power Point.
- Preparing & presenting various Weekly/Monthly MIS Reports pertaining to process and productivity.

Work Profile IN Design India

- ✓ 6 months Experience as **Purchase Executive**
  (Jan-2021 to July 2021)

- Prepare PO and Follow ups, Coordinating with suppliers, Dealing with suppliers, Maintain Data, ordering and timely deliveries, Payment, Calling with new Vendors, Getting better quotes, Maintain maximum and minimum level of stocks, Maintain inventory of stocks, Inspection of incoming materials
- Developing analysis plans, overseeing production taking decisions for smooth operations.
- Create tools on supplier demand, also automate the existing reports.
- Compiling results and interpreting the same to generate meaningful information.
- Generating, maintaining, analyzing & presenting daily / weekly / monthly reports.
- Analyzing actual performance with forecasts and critically examining the variances and outlining required corrective measures and actions.
- Doing A-dhoc work on daily basis as per stakeholder requirement and automating reports.
- Preparing & presenting various Weekly/Monthly MIS Reports pertaining to process and productivity.

Design India (Project)

- **Wastage control**

  Technology Used – Excel, ERP
  Description: We can use excel formulas for controlling of wastage and and maintain max and mini level of stocks.

- **Fill rate tracker**
  - Technology Used – Power BI, Excel
  - Description: By the help of Power BI, using excel formulas and analyzing the GRN report, make a format with automation to track exact fill rate of the SKUs.

- **Deductions**
  - Technology Used – Excel
  - Description: by the tracking of shelf life of sku, taking the decision for the deduction of particular SkUs, so that we can get good shelf life sku in next supply.

Work Profile In Swiggy Instamart

✓ 1.5 years' Experience as Procurement executive.
  (July -2021 to Jan -2023)

- Responsible for demand planning, Responsible for wastage. Coordinating with various teams to maintain the availability of respective category, Maintain DOH while sufficient stock in hand, forecasting OTB as per lead time, Prepare PO and follow ups, Dealing with suppliers, Responsible for hunting of new vendors for campaign SKU's, Coordination with brands to ensure smooth operations, Maintain data, Ordering and timely deliveries, payment, Maintain inventory of stocks, crossdock, Inspection of incoming materials.
- Developing analysis plans, overseeing production.
- Create tools on clients demand, also automate the existing reports and troubleshoot with existing tools.
- Compiling results and interpreting the same to generate meaningful information.
- Generating, maintaining, analyzing & presenting daily / weekly / monthly reports.
- Analyzing actual performance with forecasts and critically examining the variances and outlining required corrective measures and actions.

Swiggy Instamart (Project)

- PROJECT NAME-(Availability improvement)
  Technology Used –Power BI
  Skills Used: - Adv. Excel, Google sheets, Google forms.
    Description: In this project we are analyzing the data on power BI and analyzing the GRN report, by using excel formulas tracking the max and mini level of stock at the all dark stores, taking the productive decision and order the require stocks for the respective stores.

- PROJECT NAME-(Wastage control)
  Technology Used –Power BI
  Skills Used: - Adv. Excel, Power BI, Google sheets.
    Description: Deeply monitoring on lower Shelf life SKUs, Tracking sale report, tracking GRN report, monitoring and analyzing the stock level by the help of Power BI, taking the productive decision to order require qty at require stores.

- PROJECT NAME-(Fillrate Tracking)
  Technology Used –Power BI
  Skills Used: - Adv. Excel, Power BI, Google sheets
    Description: By the help of Power BI, using excel formulas and analyzing the GRN report, make a format with automation to track exact fill rate of the SKUs.

Work Profile IN The Delhi Flour Mills Co Ltd

✓ Currently working as **Senior Supervisor**.
  (Jan -2023 to till now)

- Responsible for demand planning, wastage, quality control. Trading with FCI, Coordinating with various teams to maintain the availability of Wheat. Maintain DOH while sufficient stock in hand, forecasting OTB as per lead time, Prepare PO and follow ups, Dealing with suppliers, Responsible for hunting of new vendors in seasonal time, Coordination with suppliers to ensure smooth operations, Maintain data, Ordering and timely deliveries, payment, responsible for quality deduction, Maintain inventory of stocks at plant as well as warehouses, crossdock, Inspection of incoming materials.
- Developing plans for cost control, quality improvement, smooth operations, analyzing of wheat arrival across PAN India, taking cost decision for procurement of wheat on daily basis.

Educational Qualification:

- ✓ Pursuing Final year Graduate from IGNOU (B.A Political science honors)
- ✓ 3 years Diploma in Printing Technology from Pusa Institute of Technology (**70%**)
- ✓ Senior secondary 12th from CBSE Board (**56%**)
- ✓ High school 10th from CBSE Board. (**8.4 CGPA**)

ACHIEVEMENTS

- Designed some MIS which can generate report in a very quick and effective manner.
- Recognized as an extra miler on providing reports to the concerned department before the time.
- Received department appreciation on development of automated trackers and reports.

Personal Details:

Father's name	:	Sunil Jha
Date of birth	:	17rd Apr. 1998
Marital status	:	Unmarried
Nationality	:	Indian
Language known	:	Hindi & English

Date: ……………………

Place: …………………..   (Ashutosh)