

**DRASHTY NIKHILBHAJI JOSHI**Course : **P.G.D.M (6 Trimester)**, Post Graduate Diploma in Management, 2022

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CGPA : 6.5

**CAREER OBJECTIVE**

Seeking a career in the field of operations to utilize my technical and management skills to achieve professional growth while being resourceful, innovative and flexible.

ACADEMIC DETAILS

COURSE	SPECIALIZATION	INSTITUTE/COLLEGE	BOARD/UNIVERSITY	SCORE	YEAR
UG	Computer Science & Engineering	Marwadi Education Foundation's Group of Institutions, Rajkot	Gujarat Technological University	7.05 CGPA	2018
CLASS XII	Science	Vibrant School of Science	Gujarat Secondary Education Board (GSEB)	63 %	2014
CLASS X	General Studies	Shri G.K. Dholakiya School	Gujarat Secondary Education Board (GSEB)	87.2 %	2012

CORE SKILLS

Leadership and Conflict Resolution Skills, Interpretive Skills, Decision Making Skills, Multi-Tasking and Ability to Prioritize, Team Work

TECHNICAL PROFICIENCY

R Programming, SAP Materials Management (SAP MM), Office 365, Advanced Excel, SQL Database, HTML + CSS, Data Visualization, SPSS, Data Analysis

SUMMER INTERNSHIP / WORK EXPERIENCE**Operation Intern, Big Basket****May 2022 - Present**

- Coordinates day-to-day execution of the process.
- Receiving orders and checking against stock and inventory records. Coordinating stock counts & overall inventory management.
- To maintain the inventory in optimal quantity with buffer stock in hand.
- Forecasting of future orders & based on data maintaining the inventory in DC.
- Monitoring supplier performance, analyzing discrepancies, maintaining data & accordingly offer PO's for future transactions.
- Communicating with internal and external stakeholders.
- Monitoring inventory levels and planning delivery schedules as per delivery order slots.
- Creating reports and analyzing performance against key performance indicators.
- Ensure all operations are carried on in an appropriate, cost-effective way & within provided time period.
- Improve operational management systems, processes and best practices
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Keep close eye on provided budgets & accordingly plan operation strategies.
- Prepare an Audit Report.
- Conduct wall to wall audits on weekly basis & perform cycle count on monthly basis.
- Observe Auditing Standards.
- Follow the Codes of Ethics and the Code of Professional Conduct.
- Assist cold chain team in effective end to end cold chain Management
- Ensure the cold chain process should be followed with zero deviation from vendor receiving, storing, operations, distribution to last mile delivery.
- Responsible for the entire Supply Chain Management process followed in the organization.
- To verify various reports (Picker efficiency, Fill rate, GRN completion, write off details, cold store temperature) & highlight discrepancy with respective stakeholders.
- To work on RCA of write off details & work on minimizing the same & keep it at minimal level.
- To attend daily meets with staffs, department leads & entire team to motivate them in order to do work in more organized way.
- Effective & efficient use of MHE's & its accessories.
- Identification & implementation of Total Quality Management Tools like 5S, Kaizen & Poka Yoke activities.

Business Analyst, Emxcel Travel Solutions Pvt Ltd.**Feb 2018 - Aug 2018****Day-to-Day Responsibilities**

- Gather intelligence from corporate executives and middle managers about needs and future growth
- Partner with application directors and creators to ensure each project meets a specific need and resolves successfully
- Assume responsibility for project tasks and ensure they are completed in a timely fashion
- Evaluate, test and recommend new opportunities for enhancing our software, hardware and IT processes
- Compile and distribute reports on application development and deployment

- Design and execute A/B testing procedures to extract data from test runs - Evaluate and draw conclusions from data related to customer behavior - Consult with the executive team and the IT department on the newest technology and its implications in the industry

PROJECTS	
Creating "Interactive Dashboards" Using MS-Advanced Excel - Data Driven Decision Making	Jan 2022 - Feb 2022
AOA Network Creation - Operation Research	Dec 2021 - Jan 2022
Using AOA network creation for "website designing and website developing" to identify critical path and project duration.	
A Detailed Report on Marketing Stigmas Prevalent in Indian Society - Marketing Applications and Strategies	Dec 2021 - Jan 2022
Presentation and a brief report on marketing stigma about Domino's.	
A Study on Various Hr. Functions in UltraTech Cement Limited- - Hr. Field Project Based on Interviewing Hr. Manager/Any Manager Responsible for The Hr. Functions of The Organization - Human Resources Management-I	Dec 2021 - Jan 2022
Conducted an interview of the HR and asked her about various functions of HR in the company.	
Quantitative Analysis of India Cement and JK Lakshmi Cement with reference to NSE, using MS- Excel - Data Driven Decision Making	Nov 2021 - Feb 2022
Quantitative analysis of Abbott India and Lupin with reference to NSE was done using MS-Excel. In this, comparison of daily, monthly and yearly data was done.	
A Research Report on The work life balance of the employees in Edelweiss Group - Human Resources Management-I	Sep 2021 - Oct 2021
In Edelweiss Group, questionnaire about work life balance was circulated among the 50 employees and after collection of answers, data was analyzed.	
Preparation And Analysis of Cost Sheet Of "Jayk Traders- Custom Led Display Solutions for Indoor & Outdoor Led Screen." - Managerial Accounting- I	Aug 2021 - Oct 2021
The objective of preparing the cost sheet was to get an accurate product cost.	
Research Report On "A Study on Employees' Perspectives About Their Supervisor in The Organization" - Perspective Management	Aug 2021 - Sep 2021
The purpose of this research was to look into the many aspects of management from the perspective of the employees in the business. Another goal was to look at the links between the supervisors' traits and employee happiness.	
Developing Payroll Management System Using MS-Excel. - Management Information System	Aug 2021 - Sep 2021
It deals with the recording and processing Employee's payroll data so that the executives can easily manage the salaries of 50 employees.	
A Report on Generation of Marketing Plan for Branding of Fiama Di Wills, Red Bull, Cadbury Dairy Milk, Surf Excel, Nike. - Marketing Principles - Marketing Principles	Aug 2021 - Sep 2021
Segmentation, Targeting, and Positioning (STP) marketing is a three-step methodology that looks at your products or services and how you communicate their benefits to distinct client categories. Fiama di wills, red bull, cadbury dairy milk, surf excel, and nike were the five brands chosen for stp assessments.	
Design Thinking Project about Bringing all the Hobbies on one platform as "JunkBooster" - Design Thinking and Innovation	Aug 2021 - Sep 2021
We created an Application that brings all the hobbies like gyms, swimming pools, game areas, painting classes, parks and gardens all in one platform known as JunkBooster.	
Report On Comparative Analysis Of E- Learning Platforms - Management Information System	Aug 2021 - Sep 2021
Three e-learning platforms(Google Classroom, BigBlueButton, CodeTantra) were taken and comparison of them was done about their features	
Economic Analysis of IT Industry with Pestel Model. - Managerial Economics-I	Aug 2021 - Sep 2021
PESTEL Analysis of Information Technology, Apparel and Accessories industry in a group	

POSITION OF RESPONSIBILITY	
Member of Event Club - Marwadi Education Foundation's Group of Institutions	Jul 2016 - Jul 2017
Making arrangements and organizing parties, conferences, and planning other event programs.	
Managing committee - Marwadi Education Foundation's Group of Institutions	Jul 2015 - Jul 2016
Scheduling, Organizing and Managing meetings between clubs.	

Hobbies
Graphic Designing Logo Designing Website Development Take Online Classes related to new technology

AWARDS AND RECOGNITIONS		
Certificate Of Participation in CHEMO HUNT Event in GTU Techfest Gujarat Technological University IBM Day IBM		Feb 2016 Feb 2016
CERTIFICATIONS		
CERTIFICATION	CERTIFYING AUTHORITY	DESCRIPTION
Accounting Fundamentals from Corporate Finance Institution	Corporate Finance Institute	This accounting fundamentals course guided me through the accounting process from start to finish. I looked at how the balance sheet, income statement, and cash flow statement are structured out. I was prepared to illustrate how to create financial statements from the ground up.
Advanced Excel	Centre for Development of Advanced Computing (C-DAC)	Knowledge and Experience of Advanced Excel Functions - ◦ Vlookup, Hlookup, Small & Large, Index, Match, Vlookup+Match, Index+Match, Goal Seek, Data Visualization, Data Validation Slicer. ◦ Logical Function, Conditional Formatting, Salary Calculation, Loan calculation.
CONFERENCES AND WORKSHOPS		
Workshop on Basic and Advanced SPSS Organized by: Narayana Business School Date: Dec 2021 Basics of SPSS was taught by which analysis of data can be done. Workshop on Case study Analysis Organized by: Narayana Business School Date: Nov 2021 Workshop on Advanced Excel Organized by: Narayana Business School Date: Nov 2021 In the workshop the basics and other technical knowledge of excel was taught. Workshop on Personal Branding - "STAND OUT" Organized by: Narayana Business School Date: Oct 2021		
VOLUNTEER EXPERIENCE		
Upadhyay & Upadhyay Advocates - Role: Business Analyst Cause: Social Services		Jan 2019 - Dec 2019
LANGUAGES KNOWN		
Gujarati, English, Hindi		