

Aashish Makwana

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PROFESSIONAL SUMMARY

A dedicated **Production & Store Executive** with a proven track record in optimizing production workflows, inventory management, and ensuring efficient store operations. Highly skilled in coordinating cross-functional teams, implementing lean manufacturing techniques, and enhancing resource management to improve productivity. Experienced in managing daily production activities, reducing lead times, and maintaining a well-organized work environment.

WORK EXPERIENCE

Aarohi Embedded Systems Pvt. Ltd.

Production & Store Executive

August 2023 – Present



- Streamlined daily production operations, resulting in a significant reduction in lead times and improved workflow.
- Coordinated production teams, assigned tasks, and set performance goals to meet production deadlines.
- Managed inventory levels, ensuring timely procurement and minimizing stock-outs.
- Applied Lean Manufacturing techniques to improve efficiency, reduce waste, and enhance productivity.
- Implemented the 5S system to organize the workplace and optimize resource allocation.
- Developed production schedules and maintained accurate records to ensure seamless order fulfillment.
- Managed production metrics and prepared detailed reports for senior management, providing actionable insights for process improvements.
- Enhanced coordination between the sales, production, and services teams to improve customer relationship management (CRM).

Store Management (Responsibilities within Aarohi):

- Managed inventory and store operations, ensuring that raw materials were available for production without overstocking or shortages.
- Coordinated procurement activities and built strong relationships with suppliers to ensure timely delivery of materials.

- Organized and maintained the storage area, implementing efficient inventory control systems to reduce stock loss and improve material handling.
- Ensured proper documentation and reporting of inventory usage and product movement to maintain clear records.

Education

<u>COURSE/CLASS</u>	<u>BOARD/UNIVERSITY</u>	<u>PERCENTAGE</u>	<u>PASSING YEAR</u>
SSC	GSHEB	72.63	2018
HSC	GSHEB	63.76	2020
BECHOLORE OF BUSINESS AADMINISTRATION	BHAKTA KAVI NARSINH MEHTA UNIVERSITY	74.35	2023

Diploma in Operations Management

Institution: Alison

Date of Completion: [24 DECEMBER, 2024]

URL: [Alison Diploma in Operations Management](#)

Course Overview:

Completed a comprehensive diploma course focused on the fundamentals of operations management. The program covered key areas such as process analysis, supply chain management, quality assurance, and productivity improvement techniques.

Course in Inventory Management

Institution: HP LIFE

Date of Completion: [20 DECEMBER, 2024]

URL: [HP LIFE - Inventory Management Course](#)

Overview: Completed a course on effective inventory management, focusing on principles, control methods, and the strategic role of inventory in business operations.

Industrial Training Project :

The Impact of Performance Appraisal on Staff Productivity

Company: Creative Casting Pvt. Ltd.

Duration: [20 December 2022 – 5 January 2023]

Overview: Analyzed the impact of performance appraisal on employee productivity at Creative Casting Pvt. Ltd. and provided strategic recommendations for improvement.

Skills & Expertise

Technical Skills:

- Production Planning & Control
- Inventory Management & Supply Chain
- Lean Manufacturing & Process Improvement
- ERP Systems
- CRM Handling
- Data Analysis (Excel)
- Procurement Management

Soft Skills:

- Strong Leadership & Team Management
 - Problem-Solving & Analytical Thinking
 - Effective Communication & Time Management
 - Attention to Detail & Organizational Skills
 - Customer Focus & Health & Safety Knowledge
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Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Aashish Makwana