

## **Akshaykumar A. Soni**

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### **PROFILE**

I am a **Post-Graduate in Supply-Chain & Logistics Management (PGDM)** along with a **Master's Degree in Commerce (M.Com)**. Have recently completed **Executive Program in Product and Brand Management** from IIM-Rohtak. Also having good Communication and Computer Skills.

### **EXPERTISE**

- MS-Office
- Data Analysis
- Advanced MS-Excel
- Supply Chain Operations
- Tally. ERP 9 with GST
- Procurement / Sales & Distribution Management
- Brand Management
- Product Management

### **EDUCATIONAL QUALIFICATION**

- **Executive Program [Product and Brand Management]-2022**  
IIM-Rohtak
- **PGDMLM [PG Diploma in Material & Logistics Management]-2018**  
SP Pune University | Score-9.25 CGPA
- **M.Com [Master of Commerce] in Business Administration-2018**  
SP Pune University | Score-65%
- **CS - Executive [Company Secretary Course – Executive Programme]-2017**  
ICSI – Institute of Company Secretaries of India | PASS

### **PROJECT WORK [INTERNSHIP]**

**Supply Chain Practices in a Stationary Mfg. & Distribution Company.**

**Period- 45 days (13-Jan-2018 to 28-Feb-2018)**

**Company Name: INFINA. PUNE-411009**

## **WORK EXPERIENCE**

### **1. SONI GAS APPLIANCES**

**LOCATION** - SATANA [NASHIK]-MH

**ADMIN. EXECUTIVE AND SALES CO-ORDINATOR**:-JUNE 2018-JULY 2019.

- Preparation of report for plan and working
- Order Processing, Invoicing and Inventory Management
- Co-ordinate with Suppliers and Customers for daily business activities
- Line-up with Transporter for dispatch of goods and optimize delivery schedule
- Handling Expenses, Banking Activities, GST filing and Coordinating with CA
- MIS Report - Sales, Dispatch, Stock and Payment Reports

### **2. INSTAKART SERVICES PVT LTD. - FLIPKART**

**LOCATION** - BANGALORE

**OPERATIONS EXECUTIVE** :- 30<sup>TH</sup> AUG 2019-15<sup>TH</sup> NOV 2019.

- Day to day vehicle planning and monitoring
- Shipments and Inventory tracking
- Route Planning
- Functional Breach monitoring and ensure on-time delivery
- Vendor Performance Management
- On time Invoice Submission and Verification
- Daily Co-Ordination with DC and LM team for first Level Escalation
- Track and send regular MIS report
- Traffic administration in DC
- Ensuring Quality Vehicle Deployment as per Guidelines
- Manage Operations as per Assigned Shifts

### **3. CAPITA INDIA PVT. LTD. – [PROCESS-NEXT PLC UK]**

**LOCATION** - PUNE

**SENIOR OPERATIONS EXECUTIVE** [SUPPLY CHAIN]:- FEB 2020 - JUNE 2022

**PROCESS LEADER** [SUPPLY CHAIN]:- JULY 2022 - OCT 2022

- Shipments and Inventory tracking
- Functional Breach monitoring and ensure on-time delivery

- Vendor Performance Management
- Daily Coordination with the vendors in order to ensure timely deliveries
- Daily Coordination with the Warehouse teams for first Level Escalation
- Managing the delivery slots at the Warehouses and scheduling deliveries accordingly.
- Traffic administration at the Warehouses
- Preparation of GRN Reports
- Daily Co-Ordination with Accounts Payable team in order to ensure timely and proper payments to the vendors
- Preparation of Reports - Intake Report, Stock-flow Report, Forecast Report, etc....
- Team handling and conducting Work Audits and Quality checks etc..
- Guiding and Training junior team members
- Coordinating the Work between all the team members in-order to ensure timely conduct of all the operations

### **STRENGTHS**

- Good Communication Skills
- Hard Working

### **INTEREST AND HOBBIES**

- Sports- Badminton and Swimming
- Travelling
- Global Economics

### **DECLARATION**

I hereby declare that all the above furnished Information is true to the best of my Knowledge and if given an opportunity I promise to give the best of my abilities to the Organisation.

**DATE:**

**PLACE:**