**Aashish Kaushik**

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 aashishkaushik05@yahoo.com

 **Mobile No. :** 9818311066

**Address : 11/214, Sector 3, Rajendra Nagar, Sahibabad (Near Dilshad Garden Metro Station), Ghaziabad**

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| Career Objective |

My career objective is to attain a competitive and challenging environment, which can offer me an excellent growth potential with a focus on Operational Management, Leadership and Process Improvement, which can strongly widen my experience & I can serve the organization and establish an enjoyable career for myself.

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| Educational Qualification |

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| Degree | Board / University | College / School |
| PGDM-IT & Marketing | Autonomous (A.I.C.T.E approved) | G.L.Bajaj Institute Of Management & Research |
| B.Com | Delhi University |  S.O.L, Delhi University |
| GNIIT | NIIT |  NIIT Green Park |
| 12th | CBSE | S.V.S.V.M |
| 10th | ICSE |  Holy Angels School |

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| Summer Internship & Workshop |

* Successful Internship in PGDM for 2 Months 14 days in Outlook Publishing (India) Pvt. Limited as Online Marketing Executive (Online Selling) from 22nd April 2013-6th July 2013.
* Attended workshop at *NSIC* (National Small Industries Corporation).
* Participated in industry visits in *Yakult & Panasonic*, Gurgaon.
* Participated in IT & Marketing Summits held in PGDM.

**Prettyurparty.com July.2016-Present**

**Job Profile**- Operations-Order Management

* Processing online & offline customer orders for E-Commerce portals like Amazon, Flipkart, etc.
* Managing dispatch control of processed orders & coordinating with couriers for final delivery to the customers.
* Managing & updating warehouse stocks in Magento and inventory panel & ERP for the products listed on the websites & new products added in warehouse.
* Record the sale of orders, purchases and transfers of the inventory to other warehouse using ERP, maintaining the billing process for invoicing in accordance with product ordered and the total stock updated & maintained in ERP and inventory panel.
* Handling the returns of the products from the customers and updating the same on inventory panel and ERP.

**Snapdeal.Com May 2014-May 2016**

**Job Profile**- Operations-Order Management (Fulfillment Services)

* Worked on ensuring a smooth end to end order management and supply chain flow by providing ad hoc resolutions for pre and post shipment issues, seller panel issues, inventory issues, SUPC mapping, pricing etc.
* Worked on multiple shipment modes(Dropship/Oneship) for dispatching the pending orders on seller panels, thereby making whole order processing & post order processing flow quicker by coordinating with multiple departments such as logistics, supply chain, categories etc for improving the fulfillment rate.
* Worked with all functions within service delivery chain and ensure the team meets all agreed upon SLA metrics as contracted and to minimize service impact to customers to ensure all business objectives are met within pre-defined timelines.
* Contributed in bringing down Return cancellations percentage by providing timely Re shipment for the Returned/Lost/Damaged-Returned orders.
* Generate order performance reports using data through SQL Queries & generating MIS reports on weekly, monthly and quarterly basis to track and reduce the number of cancellations.

**iGATE Patni (Formerly Patni Computer Systems Limited) 16th June, 2010- 25thJuly,2011**

**Job Profile**- Accounts Payable Analyst

Worked as A/P Analyst in Employee Travel & Relocation process in processing Financial Expense Requests & vendor invoices, providing the relocation benefits as per the SLA to employees of different

clients relocating domestically or on international assignment.

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| Computer Skills |

* Basic Computer Skills
* Internet Proficiency
* MS Office/Advance Excel/SQL Queries
* ERP

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| **Achievements (Extra Co – Curricular)** |

* 4 Year senior diploma in classical instrument music (Guitar).
* Founding member of *J.S Trust*, a non profit oriented charitable body committed to provide a helping hand to the economically weaker sections of the society.(For details, please visit *www.jstrust.in*).

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| Strength |

* Good Communication & Time Management
* Honesty
* Confident & hard worker
* Commitment oriented & Adaptable

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| Personal Details |

Date of Birth : 23rd Feb, 1985

Gender : Male

Language Known : English, Hindi

Hobbies : Listening music, surfing online news sites

Permanent Address : 11/214, Sector 3, Rajendra Nagar, Sahibabad (Near Dilshad Garden Metro Station), Ghaziabad, (U.P), Pin Code 201005

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

Place (Signature)

Date