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| **ASHISH S KURUP**Aswathy Gardens, Sanathanapuram P.O, Alappuzha-3ashish.kurup@gmail.com | +91-9442422745 |  | ***ashish 09-09-2017*** |
| **CAREER OBJECTIVE** |

Seeking a position in Operations/Finance to utilize my analytical & technical skills in accordance with latest trends by working in a team for organizational growth

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| **KEY SKILLS** |

Operations Management, Project Management, Analysis and report, Process Optimization, Scheduling, Material Management, Liaisoning, Requirement Analysis, Procurement Planning, Reconciliation, Client Handling, Service Operations and Escalation Handling

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| **PROFESSIONAL EXPERIENCE** |

***Senior Operations Associate (Level 2),* BYJU’s The Learning App** **Apr 2018 to Apr 2020**

**Job Functions*:*** Operations, Analysis & Task Assignment, Process Optimization

**Responsibilities:**

* Responsible for smooth functioning of admission process & monitoring progress of 2000+ clients application documents through daily communication
* Performing resource planning by allocating daily tasks to team members, ensuring its completion & preparing weekly reports for the same
* Coordinating with Business Development team & Core Services team to ensure prompt service to the clients
* Monitoring End-End Process involving 4 functions (Operations, Mentors, Editors and Research)
* **Achievement**: Handled 90% of client escalations successfully over a period of 1 year

***Engineer,* Genus Power Infrastructures Ltd., Uttarakhand Feb 2013 to Jun 2016**

**Project:** R-APDRP, UPCL Project, Haridwar & Roorkee (Distribution system improvement and Reducing AT & C losses for INR 124 Cr)

Supply & Erection of System Improvement Strengthening and Augmentation of Distribution System for Bringing Down AT & C Losses and Improve Quality of Consumer Supply of Town under R-APDRP Part-B Scheme

**Responsibilities:**

* Coordinated with client (UPCL) officers and higher management to check & finalize the HT and LT line survey drawing, and prepare of Bill of Material
* Handled material procurement planning for the project & tracked movement of materials
* Handled erection, testing & commissioning of project; verified and passed the supply & erection bills from client (UPCL)
* Responsible for contractor selection & scheduling processes within deadlines; handled Sub-Contractor Bill Checking, verifying & reconciliation

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| **EDUCATION** |

**MBA- Operations and Finance** *(Ranked 3rd in a class of 57)*

Amrita University CGPA - 7.62/10.00 2018

**PG Diploma in Transmission & Distribution**

National Power Training Institute 74% 2012

**B.Tech in Electrical and Electronics Engineering**

Pondicherry University CGPA - 7.23/10.00 2011

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| **SUMMER PROJECT** |

**Apollo Tyres Ltd.,** Perambra **Apr 2017 - May 2017**

**A Study on Throughput Time for a Tyre Manufacturing Company**

* Proposed a model for de-bottlenecking by estimating throughput time and identifying the bottlenecks in the tyre manufacturing process

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| **TOOLS AND TECHNOLOGY** |

* MS-Office (Excel, PowerPoint, Access)
* R Programming (Basics)

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| **PERSONAL QUALITIES** |

* Adaptability
* Good leadership & team skills
* Effective communication skills
* Good analytical and decision making ability

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| **PAPERS PRESENTED / PUBLISHED / WORKSHOP / SEMINARS ATTENDED** |

* Presented a paper on "Transition to Circular Economy in Tyre Manufacturing" at the International conference on Electrical, Electronics, Computer, Communication, Mechanical and Computing (EECCMC) 2018 at Priyadarshini Engineering College, Vellore, Jan 2018
* Participated in 2-day National Seminar on ‘Scientific Research Writing & Latex Skills in association with Amrita Centre for R&D at ASAS, Kochi, Aug 2017
* Participated in KMA Management Students Convention 2016 (Theme: Shaping Budding Managers for Tomorrow) held at Gokulam Convention Center, Kochi, Nov 2016

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| **OTHER ACCOLADES** |

* Awarded 2nd prize in Table Tennis at Zonal Level
* Awarded 3rd prize in Shot Put at Zonal Level
* Awarded 2nd prize in Inter-Collegiate Chess tournament held at Christ College
* Selected for State Cricket Team Selection

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| **HOBBIES** |

Playing Cricket and Chess, Listening Music and Solving Puzzles

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| **LANGUAGES**  |

English, Hindi, Malayalam, Tamil