

Profile

Advance MS Office Corporate Trainer And Motivational Speaker.

Summary

- ✧ More than Half a Decade of Industrial Experience
- ✧ Expertise in Advance MS Office
- ✧ Smart Office Management Solutions through MS Office which helps in managing work smartly and economically.

Introduction

- ✧ Nearly after Half a Decade of Industrial Experience in Budgeting & Planning, Supply Chain Management & Optimization, Sourcing Optimization, Financial Analysis, I had started my career as freelancer corporate trainer. Now in My venture Seldom India, we take Corporate Trainings on various Industrial Topics which include Advance Excel, Communication Skills &

Smart Office Solutions

- ✧ I had designed some very handy application from MS Office which makes the Office work so easy and saves hours of your daily work cycle.
- ✧ Provides Smart Office Solutions with MS Office for :
 - ✧ **Inventory Management.**
 - ✧ **Payment Outstanding Reminders.**
 - ✧ **Quotation Management.**
 - ✧ **Sales Inquiry Management.**
 - ✧ **Site Profitability & work Efficiency Management.**
 - ✧ **Loan Module & Generation of Bonds.**
- ✧ Some of them are like an application which saves all the attachment from a email of your specifications directly to your Folder and then analysing that file for your ease with end result of a print from your printer. User is just required to switch on the Laptop
- ✧ Developed Smart Office Solution for Entire NBFC, now their whole operation just runs on MS Office, without any extra software



Kartavya Jain

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Skill Set

Technical Skills

Operating Systems	Windows 9X/2000/XP/vista/win7/win8/iOS/Linux & DOS
Programming Languages	C, C++.PHP,
GUI Designing	C#.net, Vb.net, Jscript, Ajax
RDBMS	Oracle-10g, PL/SQL, MS-SQL Server 7.0/2000/2005, MS-Access.
Web Designing Tools	ASP.NET, Flash, Dream Viewer
Markup Languages	HTML, DHTML, XML

Functional Skills

- ◇ Planning & Budgeting
- ◇ System Development
- ◇ Order Management
- ◇ Supply Chain Management

- ◇ Cost Saving Initiatives
- ◇ Management Reporting System with MS Office
- ◇ Documentation
- ◇ Network Optimization

Professional Scan

Ultratech Cement Ltd. (Aditya Birla Group)

- ◇ Handling gamut of activities like: Inventory Management, Rake Planning, Demurrage Wharfage Control, Order Execution as per the Order Schedules, Sourcing Optimization by New Network Initiative after Cost Benefit Analysis.
- ◇ Assessing the bridge gaps between required and existing infrastructures as per committed service levels.
- ◇ Identifying & developing tools of quality vendor, supplier for cost effective dispatches of materials
- ◇ Validating the network in terms of location and size of the dump, identification of new service points and initiating new dumps.
- ◇ Drafted the Analytical Reports using SAP, Eye2Serve, SCS and COF.
- ◇ Forecasted the monthly sales; planned the New Network Initiatives to enhance the services and reduce cost.
- ◇ Performed Lead Analysis; Freight Analysis; Stock Point Efficiency Analysis; Godown Utilization Analysis; Demurrage & Wharfage Analysis and Cost Benefit Analysis of Penalties v/s Movement Cost.
- ◇ Involved in Trip Turnaround, Order Life Cycle, and Order Compliance analysis to improve services.
- ◇ Monitoring the CSL, GPS for Vendor Development and monitored the shortfall so as to enhance the S & OP.

Noteworthy Credits

- ◇ Deftly handled software's like to Supply Chain Management encompassing: **i2 SCS Network Model. Sourcing Model for North India for 14.7 Million MT Cement, Order Management - COF, SAP 710 Versions.**

Projects

Organization:	TCS (TATA Consultancy Services), Gandhinagar, Gujrat
Project:	VATiS (Value Added Tax Information System for Government of Rajasthan)
Brief:	Executed the project RajVat developed for the Government of Rajasthan from TCS. Deployed the application and mounted the data base on the UNIX AIX Servers placed at SDC Jaipur. Developed the Commodity Codes, handled Database & Application Servers at the client training site, migrated the dump provided by the CTD to TCS database and worked on Oracle 10g from PL/SQL to manage the database.
Organization:	Right to Information Act Commission, Rajasthan
Project:	Developed the Web Portal for Commission
Brief:	Designed & developed the web portal for Rajasthan Information Commission between 20 th Jun'06-31 st Jul'06. Hosted the web site http://ric.rajasthan.gov.in on the RajComp Server.
Organization:	PNBHFL (Punjab National Bank Housing Finance Ltd.), Jaipur
Project:	Revamping the Process of Giving Home Loan by the Company.
Brief:	Carried out verification and work done status analysis for developing a module of LSS.
Organization:	Chopra Vimal & Co. (Chartered Accountant)
Project:	Reporting System of Financial Statements
Brief:	MIS Reporting System for PDFCI and its computerization. Restructuring of process at Vidhya Sagar Career Institute Ltd.
Organization:	Doordarshan Kendra, Jaipur
Project:	Study of Working of Doordarshan
Brief:	Computerization of Documents in VTR, MSR and Studio. Acquainted with the working of Doordarshan in recording, production, storage, transmission of the T.V. Signal.