

# HARSHIT AGARWAL

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Location- Kotdwara, Uttarakhand India  
Experience- 3 Years 8Months

## Operations Manager

### Key Skills

- Project Planning and Scheduling
- Project Lifecycle Management
- Agile and Scrum methodologies
- Risk Management
- Budgeting and cost control
- Budget Management
- Cash Flow Management
- Performance Metrics and KPIs
- Procurement Coordination
- Change Management
- Process Optimization
- Business Process Modeling
- Inventory Management
- Vendor Management
- Trade Finance
- Business Management
- Marketing Strategy
- Financial Markets
- Negotiations
- Time Management
- Stakeholder Influence & Alignment
- Operational Coordination
- Analytical Thinking
- Ms Office
- Ms Excel
- Asana

### Certification

- Google Project Management Professional Certificate- Coursera(by Google)
- AutoCAD Training-Cetpa
- Innovation Design-IIT Roorkee
- Engine Overhauling Workshop
- Electric Car Vehicle Workshop
- Aero modeling Workshop

### Education

**B.Tech/B.E. – Mechanical 2020**

Graphic Era Hill University, Dehradun  
Grade - 6.9/10

### Languages

- English
- Hindi

### Profile Summary

Operations Manager with 3.8+ years of experience in streamlining end-to-end business operations, vendor management, and process optimization across B2B and B2C environments. Adept in capacity planning, cost analysis, and KPI-driven performance tracking. Certified in Project Management by Google (Coursera) with exposure to lean practices and operational excellence. Experienced in conducting workflow assessments and implementing process improvements that enhance supply chain efficiency and reduce costs. Passionate about solving business challenges through structured analysis and cross-functional collaboration.

### Work Experience

#### Operations manager

Vinod Trading Company

11/2021 - Present

- Managed daily and strategic planning for order fulfillment, coordinating across procurement, finance, and logistics teams to align resources and reduce delays.
- Oversaw daily and monthly reporting related to procurement, delivery efficiency, and vendor margins; used Excel to prepare KPI dashboards and performance trackers.
- Negotiated vendor rates, resulting in a 6–10% reduction in average procurement costs across multiple product lines.
- Tracked and validated vendor invoices, maintaining 98% invoice accuracy and timely payment processing
- Supported documentation audits, internal reporting for management reviews, and maintained strict compliance with internal SOPs.
- Maintained MIS reports and order dashboards to track project lifecycle milestones, cost implications, and performance KPI.
- Collaborated with vendors, procurement, and warehousing teams to align inbound material planning with sales demand, reducing stockout instances by 30%.

### Internship

Tata Motors, 1 Month

- Analyzed the defects of timing belt in Dicor Engine project under the Quality Department. Worked with training professionals to gain practical knowledge and enhance my skills.