SRIPARNA ROY

Project Management & Operations Professional

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Summary

Inventory and Supply Chain professional with 1 year of experience in inventory management, demand forecasting, order management, invoice reconciliation, and data analysis. Skilled in coordinating with cross-functional teams, resolving operational discrepancies, and supporting process improvement. Proficient in Advanced Excel, MS Office, POS, and ERP systems, with strong problem-solving and analytical skills.

Education

Delhi Technological University — Delhi, India
MBA (Operations & Marketing) — Aug 2023 – May 2025

Heritage Institute of Technology — Kolkata, India
B.Tech (Civil Engineering) — Aug 2019 – May 2023

Skills

Supply Chain	Demand Forecasting, Procurement Management, Order Management, Warehouse Operations, Inventory Control, Stock Movement Tracking, Invoice Reconciliation
Technical Tools	Advanced Excel, Google Sheets, MS Office, Point of Sale (POS), ERP Systems, Adobe Acrobat, Microsoft Outlook, Microsoft Teams, Inventory Management Software
Core Competencies	Problem Solving, Team Collaboration, Time Management, Attention to Detail, Working Under Pressure, Communication, Stakeholder Management, Multitasking, Prioritization, Decision Making, Adaptability

Experience

Targetorate — Hyderabad, India
Inventory Executive — May 2026 – Present

- Managed inventory operations across 5+ liquor retail stores for a New Zealand client, covering ordering, AI-assisted demand forecasting, and inventory coordination, and partnered with DoorDash for fast home delivery fulfilment.
- Reconciled system records against supplier invoices to identify pricing, quantity, missing-item, and data-entry discrepancies, and resolved 95% of inventory discrepancies through root cause analysis and stock adjustments.
- Collaborated with 5+ cross-functional teams, including suppliers such as Asahi, Dominion Breweries, and Lion, accounts, and store managers, to resolve invoice and inventory issues and ensure timely stock availability.
- Used Advanced Excel, Google Sheets, Point of Sale systems, ERP systems, and Inventory Management Software to manage inventory data, process orders, and reconcile invoices, with Microsoft Outlook, Teams, and Adobe Acrobat for daily communication and documentation.

Federation of Digital Health Sciences — Delhi, India
Project Coordinator — Dec 2025 – May 2026

- Coordinate delivery projects for CR systems, DR systems, and ENT microscopes, from order confirmation to installation, for 20+ hospitals and clinics across Delhi NCR and nearby states.
- Track 10+ orders at a time in Excel, monitoring schedules and order status to keep deliveries and installations on time.
- Work with sales, 8+ suppliers and transport partners, and service engineers to share updates and solve issues.
- Follow up on delays and inform management early, helping keep around 90% of deliveries on schedule.
- Prepare and check documents such as invoices, packing lists, and other papers.
- Schedule installation and handover with biomedical engineers and hospital teams.
- Maintain records of equipment and spare parts, including serial numbers and warranty dates, with 95%+ accuracy.
- Prepare weekly status reports for management on orders, deliveries, and stock.

Pragati Construction — Remote
Supply Chain Management Intern — Jul 2024 – Sep 2024

- Handled construction material inventory across 5+ project locations, supporting demand planning and warehouse operations to ensure material availability and prevent project delays.
- Performed data analysis on location-wise inventory using Excel, tracking material usage and stock movement across 5+ sites, reducing inventory tracking errors by 15%.
- Built Excel dashboards to track 5+ inventory KPIs and support process optimization and operational efficiency.

Certifications

Advanced Excel for Business Analytics • Construction Project Management [View] • Protiviti Certificate [View]