

Aastha Kadam

Contact

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Skill Highlights

- Requirement Gathering
- BRD
- FRD
- Gap Analysis
- Use case Documentation
- Agile Methodology
- Waterfall Model
- MVP
- User Stories
- Wireframing
- Product Strategy
- Product Roadmap
- Stakeholder Communication

Operations –

- Process Optimization
- Team Leadership
- Reporting & Documentation.
- Inventory management

Education

-PGDM in Operations Management (2022-2023)

Welingkar Institute of Management, Mumbai

-Post Graduate Program in Product Management and Analytics (2022)

Great Lakes Institute, Gurgaon

-Advanced Diploma in Business Administration (2021–2022)

Welingkar Institute of Management, Mumbai

-Diploma in Medical Laboratory Techniques (DMLT) (2017)

Mumbai

-Bachelor of Science in Botany (2015)

University of Mumbai

Experience: -

KSS Multifacilities Pvt.Ltd., Mumbai

Operations Manager | Jan. 2024 – Present

- Started as an operations intern & transitioned into a full-time role.
- Leading digitization projects using Agile methodology across facility management operations (housekeeping, security, technical services).
- Gathering & analyzing requirements, preparing BRD/FRDs, & user stories.
- Created process maps, wireframes, MVP plans, & managed Agile sprint backlogs.
- Identified process gaps & proposed data-driven improvements.

Nishakrsha Diagnostic Centre, Ratnagiri.

Lab-In-Charge | Sep.2020-March 2023

- Managed laboratory consumables inventory and streamlined accounts for recurring clients.
- Implemented a new inventory system, reducing waste and boosting productivity.
- Oversaw laboratory operations and identified continuous improvement opportunities.

Sun Lab Diagnostic Centre (NABL Recognized), Mumbai.

Senior Technician | Aug 2017- Sep 2020

- Created SOPs for laboratory departments and successfully managed NABL audits.
- Documented quality assessments and enhanced laboratory performance.

Academic Projects & Achievements

1) Product Lifecycle Analysis of “Gold Spot”

Conducted research to analyze the reasons behind the product’s decline and proposed a relaunch strategy.

2)Product Strategy for Netflix

Developed customer targeting framework using Product Vision Board & Strategy

3) EdTech Product Innovation – “Booksters, Play Studies”

Designed wireframes, business model canvas, empathy mapping & pricing strategy.