

PAVAN MANOJ P

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PROFESSIONAL SUMMARY

Detail-oriented Operations and Support Executive with hands-on experience in Client/vendor coordination, documentation handling and performance reporting. Skilled in cross-functional collaboration, SLA compliance, and workflow optimization. Proven ability to manage deadlines, resolve operational bottlenecks, and support internal and external stakeholders. Adept in Excel, Google Sheets, and data tracking systems. Currently enhancing skills in data analysis and process improvement.

CORE SKILLS

- Operations Management • Logistics Coordination • Vendor Management
- Compliance Documentation • Inventory Control • Business Process Improvement
- MS Excel & Google Sheets • SQL (Learning)

PROFESSIONAL EXPERIENCE

Operations Executive | Recykal – Hyderabad, India

Feb 2024 – Present

- Coordinated with vendors post-PO issuance and ensured timely documentation uploads on the EPR Loop platform.
- Mapped deliveries to vendor work orders and worked with the VAMS team to allocate quantities to brands.
- Facilitated recycling certification issuance and ensured successful CPCB credit transfers.
- Resolved QC observations to maintain seamless compliance and operations.
- Reduced delivery errors by 20%, saving over 15 hours monthly in reconciliation efforts.
- Improved workflow efficiency by reducing document retrieval time by 15%.
- Mentored 15+ new hires, increasing team productivity by 25%.
- Led cross-functional compliance alignment and collaborated with relationship managers and client teams.

Operations Executive | Apvision Technologies – Hyderabad, India

Nov 2023 – Feb 2024

- Executed strategic initiatives to improve efficiency and reduce operational costs.
- Streamlined cross-functional communication and coordinated logistics for timely supply chain delivery.
- Implemented inventory management strategies to reduce stockouts and excess inventory.
- Improved customer satisfaction scores via post-consignment feedback mechanisms.
- Streamlined email workflows, improving interdepartmental coordination by 30%.
- Reduced excess stock levels by 18% through inventory optimization strategies.

PROJECTS

• Document Workflow Automation for EPR Platform

Created an automated document tracker to monitor PO-based submissions and recycling certificate uploads. Reduced follow-up time by 30% and helped the compliance team maintain 100% submission rate within deadlines. Improved cross-functional coordination between vendors and VAMS team.

• Inventory Optimization & Reconciliation

Analyzed inventory inflow/outflow trends and implemented a minimum stock level alert system. Reduced excess inventory by 18% and shortened reconciliation time by 20% through standardized Excel templates.

EDUCATION

Bachelor of Business Administration (BBA), Osmania University, 2023
Intermediate (English Literature),

Loyola Academy Junior College, 2020

CERTIFICATIONS

- Excel for Business
- Strategic Management
- Project Management Professional (PMP)
- Mini MBA in Business Operations
- Fundamentals of Supply Chain
- Business Analysis & Modeling