

MD SHAHIN KASHFI

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Career Summary:

I am IT-cum-management professional with more than 10 years of experience in core management functions like Administration, Logistic, Procurement, Project Management, Business and data analysis, Business Development, 'Sales and Distribution' etc. I have worked with various companies and nongovernment organizations in various capacities. I am strategic thinker having strong facilitation skills with the ability to work with a multi-disciplinary team. In consultation with senior members of the organization, I usually devise solutions that have longer shelf life.

Core Competence:

Logistics Management, Administration, Supply Chain Management, Procurement, Data and Business Analysis, Project Management, Business Development, Insurance, wealth management, NBF and Stakeholders Management.

PROFESSIONAL & ACADEMIC QUALIFICATION

- Master of Business Administration (MBA), Jamia Millia Islamia, 2007
- Post Graduate Diploma in Computer Application (PGDCA), JMI, 2001
- Bachelor of Business Studies (BBS), JMI, 1999

IT SKILLS

- Data analysis and visualization: Tableau Public (Einstein), R and Python.
- Programming languages: Python (Pandas, Numpy, Matplotlib etc.), R, HTML5 & CSS3, C++ etc.
- Database: MySQL.
- Project Management: Agile JIRA, Scrum
- Packages: Visio, Ms Office (Advance Excel, Word, PowerPoint, Access, Outlook), etc.
- Concepts: Machine learning, Artificial Intelligence and Algorithms.
- LAN, social media and networking including Facebook and LinkedIn etc.
- Software Installation, configuration and troubleshooting. Computer hardware and assembling.

PROJECTS UNDERTAKEN DURING STUDY

- "Investor's Behavior in Primary Market" (Survey), during MBA.
- "GUI of Technology Retrieval System" using JAVA at N.S.I.C. from Oct '00 to Apr '01, during PGDCA.
- "Export Procedure and Documentation of Electric Fans" at Pollar Industries Ltd. from June '98 to July '98, during BBS.
- "A study of car user's preferences on small cars" (Survey) in 1998 at J.M.I., during BBS.

CERTIFICATIONS

- Completed Career Edge- Knockdown the Lockdown online course offered by TCS iON.
- Completed Communication & soft skills online course offered by TCS iON.
- Completed Supply chain management (short course) online from eLearning College.
- Online course from WHO -Record of achievement standard precautions-Hand Hygiene, waste management and incident management system (Tier 1).
- Certificate Program in Public Procurement- Governance global practice, The World Bank.
- Certificate Program in Contract Management- Governance global practice, The World Bank.
- Six Sigma White Belt- Aveta Business Institute.

WORKING EXPERIENCES

1. **Working as Logistics and Admin Manager with "Pollucon Engineering Services Pvt. Ltd.", a leading national environmental consultant based at Faridabad, July 2016–until date.**

Responsibilities/Achievements:

- Responsible for overall Administration and logistics management of the company and led team of professionals.
- Provided leadership, technical and management support to the company.
- Provided operation, logistics and procurement support to various projects of the company including support to project execution team at the field level.

- Developed purchase order and ensured the services/products are identified at competitive price and delivered on time.
- Developed GRN, manage warehouse and Inventory, and documentation management.
- Developed plan for effective delivery of the projects.
- Liaison with different divisions of the organization and other stakeholders to ensure smooth operation of various projects.
- Alliance building, networking with key stakeholders including community, Government and other organizations.
- Stakeholders' management and relationship building.

2. Worked as Admin and Logistic Officer at Islamic Relief, New Delhi, India, from February, 2014 to June 2016.

Responsibilities/Achievements:

- Responsible for overall admin and logistic division in the organization.
- Provided operation and logistics support to various program of the organization including support to program execution team at the field level.
- Liaison with different divisions of the organization and other stakeholders to ensure smooth operation of various projects
- Provided necessary administration, logistics and IT support to various activities of the organization.
- Facilitated networking with different organizations, government agencies and other institutions.
- Maintained data base of consultants including recruitment of human resources, hiring of vendors to ensure that all the service contracts are renewed on time for effective service support.
- Developed purchase order and ensured the services/products are identified at competitive price and delivered on time.
- Managed projects/ program and its cash flows.
- Stakeholders' management and relationship building.
- Worked closely with Country Director and other senior program team to ensure that all the admin and logistic support required for Seasonal, Development, and Emergency program is delivery on timely basis.
- Developed and managed IT infrastructure of the organization.
- Management reporting through data analysis and MIS.

3. Worked as Business Head with SNS FINCON Pvt. Ltd. (Startup), Delhi from March 2011 to November 2013

Responsibilities/Achievements:

- Responsible for management, operation and overall administration of the branch.
- Managed the team of professionals.
- Alliance building and stakeholders management.
- Management of information system, databases and data
- Data analysis for business development strategies
- Developed strong supply chain to ensure customer delight and achieved AOP targets.

4. Worked as Agency Manager with Birla Sun Life Insurance Company Ltd., Delhi, India from Jan '2009 to Jun '2010.

Responsibilities/Achievements:

- Provided leadership and successfully build a team of 30 Advisors.
- Recruited Insurance Advisor, Drive Annualized Premium, Policies, Activation, Licensing and facilitating training.
- Lead, motivate & guided Insurance Advisors to generate new business and achieving sales target.
- Drive the R&R schemes floated by HO, ZO and branch.
- Supported the business Agent's in liaison with the HO for addressing their requirements/ concerns.
- Organized and facilitated capacity building program on Insurance and investment products, soft skills, selling skills and Insurance need analysis skills.
- Ensured timely collection of renewal premium, policy servicing, close monitoring of follow-ups, policy issuance, timely payout of commissions and prizes.
- Ensured compliance in all aspect of business.
- Managed and developed relationship with Stakeholders'.

EXTRA-CURRICULAR ACTIVITIES AND SCHOLARSHIP

- Assumed the post of Cultural Secretary of New Boys & Pink House Hostel Association.
- Awarded first prize in the inter hostel Chess competition, 2001.
- Awarded second prize in the inter hostel Essay Writing Competition, 2000.
- Awarded first prize in the inter hostel Debate Competition, 1999-2000.
- **Scholarship:** Jamia Central Scholarship in 1996-97 for securing position in BBS (Hon).

PERSONAL DETAIL

- Hobbies: Socializing, reading books and social work.
- Language Known: English, Hindi, Urdu and Arabic.
- Date of Birth: Jun 15, 1977.
- Gender: Male.
- Passport: Valid passport.
- Address Correspondence: Flat No 114, D-6, AbulFazal Enclave Part II,
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PLACE: NEW DELHI, INDIA