

CURRICULUM VITAE

MOHAMMED AADIL MOHAMMED SALIM DALVI

Current Status:

Working as a **Manager - Operations** at Wisdom Kids Academy with a total experience of more than 6 years.

Academic Qualification:

- Master of Management Studies (**Operations**) & M. Com (**Marketing**) from Mumbai University.
- **Six Sigma (Green Belt)** Certified from International Academy for Certification & Training in collaboration with Continuing Education Programme (CEP), (IIT) Delhi.
- Passed **Diploma in Materials Management** from Welingkar Institute of Management Development & Research, Matunga.

Career Interests:

Operations and Strategic Planning, Supply Chain Management, Logistics, Purchasing, Materials Planning & Control, Inventory Management, Quality Management & Six Sigma.

Competence & Capabilities:

- Having more than 2 years of industry experience plus 4 years of experience in Education Management.
- Participated actively in the strategic planning process while conducting typical responsibilities such as planning, evaluating, organizing, controlling & training.
- Achieved excellence in MS office (Excel, Word & Power Point), Web search tools & Corel Draw.

Personal Attributes:

- Enhanced proficiency in Presentation & Communication skills; both written and spoken.
- Inbuilt confidence of managing projects & tasks assigned to me while adhering to deadlines.
- Ingrained good quality improvement methods & effective organizational management skills.
- Flexible and ability to work under pressure.

Work History: Industry (2.5 years) & Academics (4 years)

Manager
(Operations)
Sept 2017 – till date

- Working at **Wisdom Kids Academy LLP**, responsible for efficient administration of day-to-day operations in areas of **Purchasing & Materials management**. Also organizing Brand development events and conducting **Quality improvement & training** programs.

Assistant Professor
(Operations & Marketing)
June 2016 - Sept 2017

- Worked as an Assistant Professor at **YMT College of Management**, Kharghar teaching Operations subjects along with handling Placements & assisting Examinations department.

Manager
(Marketing & Operations)
June 2015 – May 2016

- Worked as a Manager at **Wisdom Kids Academy LLP**, handling Marketing & Promotional activities and supporting **school operations**.

Lecturer
(General Management)
June 2014 – May 2015

- Worked as a Lecturer in Life Skills & Humanities Department at **ARKP**, Navi Mumbai teaching General Management subjects alongside conducting Soft Skills Training.

Assistant Professor
(Operations & Marketing)
Dec 2012 - May 2014

- Worked as an Assistant Professor at Vivekanand Education Society's Institute of Management Studies & Research (**VESIMSR**), Chembur teaching Operations subjects & actively assisting the Examinations department.

Management Trainee
(Project Logistics)
July 2012 – Dec 2012

- Worked as a Management Trainee for approx. 6 months in the projects cargo division of **All Cargo Logistics Ltd.** responsible for handling daily operations.

Work History: Management Consulting (Teaching) & Internship (Industry)

Management Consultant
(Academics)
June 2012 – till date

- Associated as a Management Consultant thereby lecturing & mentoring Post Graduate students at various Management Institutes such as Indira Institute, MGM Institute, Amity Business School, YMT College of Management, IEIBS Academia & Oriental Institute of Management.

Internship
(Logistics)
May 2011 to June 2011

- Worked for 2 months as an intern for **Green Earth Translogistics Pvt. Ltd**, Thane thereby understanding the practical process of Logistics, Warehousing & Transportation Management.

Executive - Part Time
(Marketing)
Nov 2007 – May 2008

- Worked for 6 months as a Marketing & Operations Executive in **Infotech Systems & Solutions**, New Panvel, while handling Computer Sales & Services operations.

Projects Undertaken:

- Conducted Quality Management training & implemented small & continuous **Quality Improvement projects** such as Employee Quality Circles, Six Sigma, 5S etc at Wisdom Kids Academy.
- Developed & proposed to the management a project report on “**Standard Operating Procedures in Procurement**” at Vivekanand Education Society’s Institute of Management Studies.

Personal Details:

Full Name: Mohammed Aadil Mohammed Salim Dalvi

Education Qualification:

- Passed **M.Com (Marketing)** in August 2014 from Mumbai University.
- Passed Master of Management Studies (**MMS - Operations**) in May 2012 with an aggregate of approx. **70%** from Allana Institute of Management Studies & Research, Mumbai University.
- Passed Bachelor of Management Studies (**BMS**) May 2009 with an aggregate of **70%** from Pillai’s College of Arts, Science & Commerce, New Panvel.
- Passed **HSC** Exam in March 2006 with **70%** from S.I.E.S. College, Nerul.
- Passed **SSC** Exam in March 2004 with **77.71%** from St. Josephs School, New Panvel.

Residential Address:

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Email: aadildalvi@gmail.com

Interests & Hobbies:

Reading, organizing events, writing poems & playing football & cricket.

Age & Birth Date:

30 years, 05th Feb 1988