

Riya Rathore

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📍 Agra, Uttar Pradesh

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Professional Summary

MBA Agribusiness student with 3+ years of hands-on experience in operations, supply chain coordination, and inventory management across the agribusiness sector. Proficient in ERP systems, vendor and distributor management, and data-driven reporting to support business decisions. Adept at coordinating product trials, marketing materials, and compliance requirements related to food quality and safety (FSSAI, HACCP, ISO 22000). Seeking opportunities in operations, procurement, or supply chain functions within agriculture and food industries

Work Experience

04/2024 – Present Agra, Uttar Pradesh	Assistant Executive <i>Inventive Seeds Pvt. Ltd.</i> <ul style="list-style-type: none">Coordinating procurement, inventory tracking, and dispatch planning to ensure uninterrupted supply to field teams.Preparing business performance reports and field trial insights contributing to improved decision-making.Managing advertising stock and accelerating logistics turnaround for marketing material distribution.Streamlined product performance reporting using Excel-based dashboards, improving reporting efficiency by 20%.Recognized as “Achiever of the Year 2024” for improving operational workflow.
02/2022 – 03/2024 Agra, Uttar Pradesh	Office Executive / Sales Coordinator <i>Haldhari Farms Pvt. Ltd.</i> <ul style="list-style-type: none">Managed onboarding documentation and HR coordination ensuring 100% compliance.Maintained ERP-led stock records ensuring accurate daily visibility for the supply chain team.Coordinated vendor communication and logistics, reducing order-to-dispatch gap by 15%.Monitored product trials and field activities, providing timely updates to business heads.Supported regional performance reviews and enhanced data reporting quality.

Education

07/2024 – 07/2026 Pune, India	MBA in Agribusiness (Pursuing, Expected Completion: July 2026) <i>Dr. D. Y. Patil Vidyapeeth, Pune</i>
07/2021 – 06/2024 Agra, India	Bachelor of Arts – History & Sociology <i>Dr. Bhim Rao Ambedkar University, Agra</i>
04/2020 – 03/2021 Agra, India	Senior Secondary (Class XII), Humanities <i>University Model School, Agra</i>
04/2018 – 03/2019 Agra, India	Secondary (Class X) <i>University Model School, Agra</i>

Skills

Operations & Coordination

- Supply Chain Coordination
- Operations Support
- Agri Input Sales Coordination
- Field Trial & Demo Coordination

Tools & Technical Skills

- MS Office (Excel – VLOOKUP, Pivot Tables)
- ERP Software (Basic Level)
- CRM Software
- Logistics Support

Inventory & Reporting

- Inventory & Stock Management
- Reporting & Data Management
- Process Documentation
- Quality Monitoring & Product Trials

Business & Communication Skills

- Vendor & Distributor Management
- Customer Relationship Management
- Business Communication
- Team Collaboration

Certifications

- Public Speaking – Rochester Institute of Technology (via edX, 2025)
- Exercising Leadership: Foundational Principles – Harvard University (via edX, 2025)
- Environmental Protection & Sustainability – Israel University (via edX, 2025)
- Understanding Agribusiness: Value Chains & Consumers in Global Food Systems – University of Adelaide (via edX, 2025)

Achievements

Achiever of the Year 2024

Inventive Seeds Pvt. Ltd.