

Shital Ramesh Odedara

PROJECT/DEPARTMENT MANAGER– SAP, Budgeting & Scheduling, HR Oversight

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SKILLS

- **Inventory & Merchandising Tools:** SAP, Periscope, and planogram execution tools for inventory control.
- **Project Management Systems:** MS Project, Smartsheet, Jira with working knowledge of Agile, Waterfall.
- **Scheduling & Forecasting:** Labor planning, workforce scheduling, sales forecasting to support operations.
- **Coordination:** Timeline tracking, budget monitoring, supporting change control across project teams.
- **Office Tools:** Microsoft Office Suite, Zoom, Teams, internal communication systems for workflow coordination.

WORK EXPERIENCE

Retail Sales Associate

October 2023 – Present

Loblaw

Ontario

- Stocked 50+ produce items daily using barcode tracking and FIFO rotation, optimizing inventory accuracy and reducing spoilage-related shrinkage by 8% through real-time stock monitoring systems and shelf labeling.
- Directed 30+ customers weekly by applying SKU identification and prep guide knowledge, improving item selection accuracy and streamlining movement across organic and seasonal goods sections using zone tags.
- Tracked inventory trends using handheld scanners and digital logs, triggering 10+ restocking alerts weekly and supporting demand-based procurement planning using threshold-level indicators and daily stock reports.
- Reported product turnover and flagged slow-movers using ERP logs, enhancing shelf space utilization and improving restocking prioritization through collaborative feedback with department leads and inventory dashboards.
- Audited planogram compliance weekly across 5 aisles using visual mapping tools, identifying layout deviations and improving display accuracy for targeted product visibility using section charts and product grids.

Operational Manager

February 2021 – June 2023

Shree Kandhali Traders

India

- Maintained 100+ weekly transactions using Tally ERP and Excel reconciliation, detecting discrepancies in journal entries and improving audit readiness through different ledger validations and basic accounting techniques.
- Audited cross-functional processes bi-weekly using SOP compliance logs, recommending 3+ procedural updates that shortened internal approval cycles and reduced operational redundancy in document handling systems.
- Monitored 80+ vendor records in CRM, setting automated reminders and improving collection timeliness by 14% through scheduled follow-ups, payment confirmation calls, and dashboard-based payment tracking.
- Delegated task queues across 4 departments using daily load trackers, optimizing workforce alignment with dispatch timelines and inventory flow across procurement and multi-level warehouse management functions.
- Standardized billing and dispatch workflows using process templates and macros, reducing reporting duplication and increasing monthly documentation throughput by 18% across finance, logistics, and admin teams.

Supervisor

August 2019 – January 2021

Shree Kandhali Traders

India

- Created weekly schedules for 10+ team members using Excel-based rota templates and duty charts, improving capacity planning and reducing idle time across warehouse and loading operation management and storage.
- Evaluated employee KPIs bi-weekly with structured forms and scoring sheets, identifying 5+ performance gaps and implementing actionable coaching plans through different cross-functional feedback sessions and reviews.
- Compiled monthly appraisal logs by consolidating data from shift reports and attendance sheets, enhancing consistency in review cycles and aligning outcomes with HR compliance standards and reporting regulations.
- Reallocated tasks across 3 operational zones using output metrics and throughput analysis tools, enhancing workload balance systems and minimizing delays during time-sensitive order processing and material handling.
- Logged 25+ shift handovers with real-time tracking sheets and logbooks, improving task completion continuity and reducing communication breakdowns during shift transitions and equipment handoff procedures.

EDUCATION

Graduate Certificate in Project Management

September 2023 – Present

Algoma University, Brampton

Master of Commerce

June 2017 – March 2019

Saurashtra University, India

Bachelor of Commerce

June 2014 – March 2017

Dr. V. J. Godhaniya Mahila College, India

CERTIFICATION

- CAPM (Certified Associate in Project Management) – In Progress