

AKHILESH KEJRIWAL

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PROFESSIONAL SUMMARY

Founder's Office and business-analysis professional (PGDM, IMT Ghaziabad) with 3+ years running strategic programmes directly for founders, co-founders and boards. Leads enterprise system implementations end to end — Salesforce SFA & DMS, Oracle NetSuite ERP, CRM — designs performance and process systems from scratch, and uses AI as a core delivery tool to build working systems despite a non-technical background. Leads a 5-member Founder's Office across two group companies; rated top 5% on appraisal.

WORK EXPERIENCE

Lead Business Analyst – Founder's Office | Priyagold (Surya Food & Agro Ltd.)

Apr 2026 – Present

- Lead the 5-member Founder's Office across Priyagold (FMCG) and Surya Global Flexifilms (B2B packaging films), owning the Director's strategic agenda and cross-functional execution.
- Business lead for a four-project digital transformation portfolio with external partners — Salesforce SFA (live across 13 states), a new Salesforce DMS, a centralised B2B order platform and a management analytics platform — owning requirements, UAT, vendor evaluation and go-live.
- Directed SFA master-data migration across 13 states; authored the validation standard and ran an AI-assisted validation pipeline, achieving 95%+ data readiness at upload, then led post-go-live adoption and change management.
- Built Surya Global Flexifilms' KRA–KPI performance system from scratch for 60+ employees — scorecard framework, ~200-KPI master register, maker–checker verification and payout logic — including a role-based web portal and management dashboard built using Claude Code with no technical background.
- Authored and designed a 187-page onboarding and process handbook (plus a 107-page general edition) documenting the group's manufacturing process and functions for the first time; designed the Management Trainee curriculum and assessments, and delivered an AI-enablement session.

Assistant Manager – Founder's Office | Skootr Global

Jun 2024 – Dec 2025

- Drove strategic initiatives directly with the Co-founders and Board Advisor across operations, growth and organisational priorities.
- Proposed and led a company-wide Oracle NetSuite ERP implementation after a three-month workflow analysis surfaced major process gaps; appointed central coordinator, running requirement gathering, partner selection and negotiation, and the full cycle through migration, training and go-live.
- Self-initiated a Zoho CRM revamp that turned an underused system into the sales team's daily operating tool, and built the management reporting dashboard from scratch.
- Central programme coordinator for multi-functional projects and Board requirements; earned an 'A' rating (Top 5%) on annual appraisal.

Career Break – Family Business & MBA Preparation

Apr 2019 – May 2022

- Supported operations of the family firm through a difficult period, gaining hands-on exposure to general management; simultaneously prepared for and cleared MBA entrance exams.

Security Executive | Vistara (TATA SIA Airlines)

Aug 2018 – Mar 2019

- Topped the Vistara training batch in the BCAS Basic AvSec Examination with a score of 97/100 (2018).

LEADERSHIP & ACHIEVEMENTS

Founder & Coordinator, Limelight – The Official Oratory Club | IMT Ghaziabad

2022 – 2024

- Ideated and built the institute's official student-run oratory society from scratch, identifying an unmet campus need; led team building, event management and end-to-end club operations.
- Adjudged 'Best Delegate' at the Model United Nations, IMT Ghaziabad (2022).

EDUCATION

Post-Graduate Diploma in Management (PGDM) | IMT Ghaziabad

Jun 2022 – Mar 2024

- Summer Internship: IndusInd Bank (Apr – May 2023).

Bachelor of Commerce (Honours) | University of Calcutta

Aug 2015 – May 2018

SKILLS

- **AI & Automation:** Claude Code, ChatGPT, Gemini, Microsoft 365 Copilot, prompt design, AI-enablement training, workflow automation
- **Systems:** Salesforce (SFA, DMS), Oracle NetSuite (ERP), Zoho CRM, Zoho One, Shopify, HROne, Slack administration, Trello
- **Data:** Excel (live reporting systems & formula-driven trackers), master-data migration & governance, dashboard/MIS design, BRD documentation, UAT
- **Business:** Strategic project management, business analysis, process design & SOPs, performance management (KRA/KPI), org design, vendor & stakeholder management, key accounts
- **Marketing:** D2C go-to-market, Meta & Google Ads, SEO, e-commerce & quick commerce, agency management