

SUMMARY

Highly motivated and positive individual with great organizational and communication skills. Hardworking and passionate job seeker with strong organizational skills eager to secure managerial position. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Detail-oriented team player with strong organizational skills, management and IT skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

SKILLS

Operations Management	● ● ● ● ●	Excellent organizational and coordination skills	● ● ● ● ●
Decision-making and problem-solving skills.	● ● ● ● ●	Email communication- MS Outlook, lotus Notes, Web based email apps	● ● ● ● ●
Verbal and Written Communication	● ● ● ● ●	MS Office suite- MS Word, MS Excel, Ppt	● ● ● ● ●
Interpersonal skills.	● ● ● ● ●	Data analysis, Tally ERP.	● ● ● ● ●
Ability to promote integrity and business ethics	● ● ● ● ●		
Adaptability to new environment, independent worker	● ● ● ● ●		

EXPERIENCE

Business Associate and Administration

DCabanas -Hotel & Resort. Gurgaon Jul 2022 - Present

Job Profile:

- Procurement of supplies and goods for the events
- Customer satisfaction in accordance with budget and planning
- Engaged with customers to build business relationships.
- Reviewed invoices, payment requests, advance requests, expense reimbursements, prior to approval.
- Verified work aligned with service levels agreed and client requirements.
- Created and managed project plans, timelines and budgets.

Store Manager of Operations

Aiveen (Uganda) Ltd. Kampala, Uganda Oct 2018 - Oct 2021

Job Profile:

- Inventory management of pharmaceutical products
- Overseeing proper physical management of stores with organized racking and locating systems
- Responsible for tracking deliveries of goods and troubleshooting order issues with suppliers
- Conducting joint physical inspections with audit and accounts teams to confirm stock levels
- Dispatch, receiving and storage of medical supplies as per the government approved SOPs and guidelines.
- Oversaw the implementation of new technology solutions for efficient inventory tracking, data analysis, and overall store operations enhancement.
- Coordinated with regional management on strategic planning initiatives aimed at improving store performance within the district or territory as a whole.

- Evaluated store performance metrics to identify areas of improvement and implement necessary changes for better results.
- Improved store efficiency by implementing inventory management systems and streamlining operational processes.
- Maintained proper product levels and inventory controls for merchandise and organized backroom to facilitate effective ordering and stock rotation.

Administrator

Massif Securitas Pvt Ltd. New Delhi Jul 2016 - May 2018

Job Profile:

- Office administration and procurement of supplies to the clients.
- Handled sensitive information discreetly, maintaining strict confidentiality at all times as required by company policy or legal regulations.
- Maintained personnel records and updated internal databases to support document management.
- Developed comprehensive training programs for new hires, ensuring they were equipped with the necessary skills to succeed in their roles.

Stock Inventory Assistant Manager

Singhania Logistics & Distribution Pvt. Ltd. New Delhi Nov 2014 - Jun 2016

Job Profile:

- Management of stock inventory for northern region ERP stock inward/outward for warehouse and distributors.
- Implemented quality control measures during stock receiving process, ensuring all products met company standards before entering inventory.
- Coordinated with suppliers to ensure timely delivery of products, maintaining consistent stock levels.
- Improved order processing times by implementing a more efficient system for picking and packing items.
- Monitored stock levels closely to identify potential shortages or surpluses, making adjustments as needed to maintain optimal inventory levels.

Database and Web Developer

Ready Health Nursing College, Sydney Australia Oct 2009 - Oct 2010

Job profile:

- Student's record management. This includes enrolments, courses, and units of competence, qualifications and credentials.
- Web development for the college including the web hosting and domain controlling.

EDUCATION

Master of Information Technology

University of Ballarat, Sydney, Australia 2007 - 2009

ECA Professional Year Program

Victoria University, Sydney, Australia 2009 - 2010

MBA- Project Management & General Management

University of Delhi, India 2006

Bachelor of Commerce

University of Calcutta, India 2003

LANGUAGES

English



Hindi



Punjabi

