

QUALIFICATIONS

- Digital Communication and Content Creation
- Social Media Marketing (Instagram, LinkedIn)
- Event Planning and Coordination
- Basic SEO and Website Content Optimization
- Marketing Campaign Support and Execution
- Strong Organizational and Project Management Skills
- POS operation and merchandising
- Proficient in Canva, Zoho One, Microsoft 365
- Click-up
- Adobe InDesign, Illustrator, Photoshop
- Adobe light Premier Pro
- Strong Written and Verbal Communication Skill

WORK EXPERIENCE

Dev Accelerator Private Limited

Jan 2021 – July 2021

Purchase Intern

- Acted as general administrative assistant to the Commercial Purchasing Officer
- Applied analytic and accounting skills to streamline repetitive procedures such as data entry and bookkeeping
- Carried out data analysis, spreadsheet creation, and data collection
- Completed a variety of purchasing and associated tasks on a complex, time-sensitive schedule
- Reviewed and issued contracts and purchase orders after choosing ideal vendors and driving procurement processes

Purchase and Procurement Executive

Aug 2021 – July 2022

- Input, analyzed, and reported on data covering all aspects of procurement operations
- Coordinated daily procurement operations, delegated tasks, and supervised the workforce
- Developed and strengthened supplier relationships
- Negotiated complex corporate procurement contracts by working closely with internal and external contacts
- Created project BOQs and ensured adherence throughout the project
- Set up and negotiated contracts to obtain favorable pricing and delivery structures

Arsh Technology

Senior Purchase and Procurement Executive

Aug 2022 – Nov 2023

- Led and collaborated with cross-functional teams to drive results
- Fostered a culture of accountability and achieved team goals
- Secured favorable contract terms through skilled negotiation
- Directed the entire floor and team operations to ensure timely delivery

VOLUNTEER WORK

Red Squad Member

May 2024 – Present

Fanshawe Student Union, London, ON

- Work as a volunteer at college events to collaborate with the students.
- Organize activities and communicate with senior authorities to acquire leadership skills.
- Demonstrate strong customer service and work ethic, always looking to learn new skills.

EDUCATION

Post-Graduate Certificate Digital Communication Management

Jan 2025 – Aug 2025

Fanshawe College, London, ON

Post-Graduate Certificate Supply Chain Management and Logistic

Jan 2024 – Aug 2024

Fanshawe College, London, ON

Master of Business Administration in Marketing Management

May 2017 – April 2022

K.S. School of Business Management, Gujrat University, IND

CERTIFICATION

Social Listening | Hootsuite | 2025

Social Media Marketing | Hootsuite | 2025

OSHA (Occupational safety and Health Administration) | 2024

Digital Marketing Fundamentals | Google Digital Garage | 2024

Public Speaking and Key Social Skills | Career Connect | 2020