

Raj Patel

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248 North Gamma Avenue, Burnaby, BC V5C 1X9

Professional Summary

Enthusiastic Administrative personal with expertise in anticipating professional needs and proactively identifying and resolving problems. Bringing a proven ability to promote organization and availability through effective schedule development. Knowledgeable administrative partner familiar with project costing and work force management. Dedicated to business success and adept at supporting all staff and customer needs.

Skills

- Budgeting
- Negotiation
- Teamwork and collaboration
- Policy and procedure modification
- Scheduling
- Data collection and analysis
- Relationship building
- Team leadership
- Business projections
- Employee training

Supporting Skills

- Quality knowledge of MS office (Excel, Word, PowerPoint, Outlook)
- Ability to communicate in English, Hindi, Gujarati
- Convenient to operate accounting software like Tally ERP 9 and Miracle

Work History

Management Trainee

Gujarat Cotton Corporation | Ahmedabad, India

08/2018 to 11/2018

- Established open and professional relationships with team members which facilitated communication, quickly resolving issues and conflicts.
- Reviewed financial accounts for accuracy and resolved discrepancies.
- Provided staff members with the support to achieve top client satisfaction.
- Managed all shipment, replenishment and inventory decisions to drive growth.

Administrative Manager

Shivam Cotton Industries | Vemardi, India

06/2017 to 08/2018

- Oversaw office inventory activities, including ordering and requisitions, stocking, and shipment receiving.
- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of office personnel and activities.
- Assigned tasks and directed a team of 5 staff, including department manager, supervisor and technician.
- Aggregated and analyzed historical data related to administrative costs to prepare quarterly budgets for corporate-level management.
- Oversaw work orders, customer follow-ups and marketing campaigns to increase operational productivity.

Education

Graduate Diploma | North America and International Business Management
Capilano University, North Vancouver, BC 2020

Bachelor of Engineering | Mechanical
Gujarat Technological University, Ahmedabad, India 2017

Extracurricular Participation

Sponsor Team Head
Prakarsh (Inter college Event) SVIT | Vasad, India 2016

- Determine target companies and services interest in technical event.
- Funding the event by establishing sponsor relation with technical companies.
- Managed the promotion of investing firms by coordinating promotional seminars.

Control Room Operator
Gujarat State Electricity Corporation Limited | Wanakbori, India 2016

- Managed the timely check of safety valve and Coal feeders.
- Continuous evaluation and control on proportionality of temperature to steam generated.
- Close examination of water treatment activity before discharge into water body.

Management Team Member
Vision (Intra college event) SVIT | Vasad, India 2015

- Assisted functioning of functional teams by providing required resources.
- Cooperative management on event budgeting.
- Supervised inventory procurement as per the event plan.
- Arranged Subject matter expert for the events and career development seminars.