

RESUME

- **Name:** Mansi Patel
- **Address:** 6 24, Tungarra Road, Girraween, NSW 2145
- **Contact:** 0444590505/Mansipatel2704@gmail.com

CAREER OBJECTIVE

Want to work in an organization which believes where I am given a chance to prove myself. As education has no end, so I will always like to learn more, to get more and closer to perfection.

ACADEMIC QUALIFICATION

Master of Business Administration
Western Sydney University, Sydney

Bachelor of Business Administration - June 2016
N.R(GLS) College, Ahmedabad, India

Higher Secondary Certificate - 2013
Gujarat higher secondary board, India

SPECIAL SKILLS

- Performed my duties in different packing stations with minimal supervision
- Showed problem-solving techniques regard to customers' orders while maintaining a safe working environment for myself as well as my co-workers.
- Able to adapt quickly and positively to change and can be flexible to support team members.
- Willingness to adapt and learn new technologies
- Good customer service skills

COMPUTER SKILLS

- MS Excel, Database, MS Word, MS PowerPoint, Emailing

WORK EXPERIENCE

➤ **Present Company**

1. Pet Circle

March - 20 to Sept- 2020

- Packing products into correct box of shipment
- Responsible for dispatch item on correct belt
- Box labelling
- Print stickers for the box
- Product dispatch
- Restocked items when necessary

- Availability to meet KPI 600-750
- Clean shelves after picking and packing all the orders

2. Henry Schein

September-19 to Feb 20

- Picking medicines with RF scanner
- Picking medicines in cold storage
- Packing medicines into correct box of shipment
- Responsible for dispatch item on correct belt
- Medicine/Box labelling
- Print stickers for the box
- Product dispatch
- Restocked items when necessary
- Clean shelves after picking and packing all the orders

3. Super Retail Group (Australia) Picker & Packer

August-'18 to July 2019

- Product Filling
- Labelling
- Product Dispatch
- Product Sorting
- Properly packed items into the correct box of shipment
- Responsible for careful handling of products to ensure correct shipment specifications to their final destinations.

2. Leader Computers Picker & Packer

21 May- '18 to August 2018

- Managing stock
- Restocked items when necessary
- Assisted in a reorganization of products in the warehouse
- Checked picked orders, selected proper box size, packed, and prepared for shipping
- Conducted discontinued product and large order inventory
- Sometimes give hand to an empty container

➤ **Previous Company:**

3. DHL Supply Chain (India) Picker & Packer

**September-'17 to April- '18
(Full time Time)**

- Make box
- Labelling
- Picking and packing

- Data entry
- General hand

**4. Infinite Civil Solution Pt. Ltd.
Business Development Executive**

**7 April- '16 to Jan- '17
(Full Time)**

- Making work orders for tenders for different companies
- Generate online customer reports and invoices
- Casual support as a back-office executive
- Answering other companies call and queries
- Generate and fulfil financial documents for the company's tender
- Upload tenders online as well as in hard copy

5. N.R(GLS)

November-'14 to August- '15

Student Assistant-

- Manage administrative tasks such as scheduling, assigning interviewers and reporting
- Trained new students for the job
- Monitored telephone to take the appointments and scheduling
- Resolved conflicts in schedules

REFERENCE

- **Pet Circle**
+61 451 171 318