

# NANDANI ARORA

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Highly motivated MBA student with a background in commerce, seeking an entry-level position to contribute to a forward-thinking organization. Dedicated to developing professionally while supporting organizational objectives through a strong work ethic and a willingness to learn.

## PROFESSIONAL EXPERIENCE

- Team Member** | Triple O's "On the Go" (White Spot), Vancouver 08/2024 - Present
- Provided excellent customer service, ensuring a positive experience.
  - Prepared food orders while adhering to safety and quality standards.
  - Maintained cleanliness to comply with health and safety regulations.
  - Operated cash registers and maintained accurate transaction records.
  - Collaborated with team members to optimize service efficiency.
  - Monitored inventory levels and communicated restocking needs.

## EDUCATION

- Master of Business Administration, Canada Pursuing  
(University Canada West)
- Bachelor of Commerce, India September 2020 – May 2023  
(Khalsa College for Women, Panjab University)

## CERTIFICATIONS

- Office Automation 2023
- Computer Accounting 2024
- Data Analyst 2024
- Certified Digital Marketing Associate 2024

## SKILLS

- MS Office (Word, Excel, PowerPoint)
- Time Management
- Communication and Interpersonal Skills
- Team Collaboration
- Customer Service