

Monika Patel

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PROFESSIONAL SUMMARY

Results-driven student with a Bachelor's in Management Studies, focused on optimizing processes and enhancing operational efficiency. Skilled in data analysis, project management, eager to apply analytical abilities and practical experience to contribute to a dynamic team and drive organizational success.

SKILLS

- Technical Skills: - Data Entry, MS Excel, MS PowerPoint, Digital Marketing, Canva , Documentation, Tally ERP.
- Soft Skills: - Leadership, Team Collaboration, Negotiation, Time Management, Adaptive, Problem Solving, Client service Management.

WORK EXPERIENCE

• Xpressbees (BusyBees Logistics Solutions Pvt. Ltd.)

Executive (Process Excellence)

Aug 2023-Aug 2024

- Development and implementation of MDM strategies, policies, and procedures to ensure data integrity and consistency across the organization.
- Identified the root causes of destination change and implemented new strategies to reduce the destination change count 70% pan India ultimately reducing the overall TAT and cost of shipments.
- Identified shipments wrong misroute cause and implemented maker- checker project in system so we can control fake/Wrong misroute.
- Collaborated closely with Operations and planning teams to optimize first-mile & last-mile business processes and network design.
- Provided valuable inputs to Systems and Products teams to develop tools and products for precise pickup, connections, processing, and delivery services.

• MyCaptain

Intern -Business Development

Mar 2023 - May 2023

- Managed and organized session materials for tutors, improving daily operational efficiency.
- Supervised virtual meeting spaces, ensuring seamless coordination and execution of educational sessions.
- Facilitated group activities, recorded meeting minutes, and managed session agendas, providing detailed reports to senior management.

EDUCATION

• Master of Business Administration

Manipal University Jaipur, Jaipur.

Currently (Aug 2024-Aug 2026)

• Bachelor of Management Studies

Brihan Maharashtra College of Commerce, Pune. Grade: 69%

Jul 2024

• H.S.C

G.R.P.S Junior College, Narayangaon. Grade: 87%

Feb 2021

• S.S.C

S,A,K,E,M School, Narayangaon. Grade: 75%

Mar 2019

EXTRA CURRICULAR ACTIVITIES

- Organizer Member of Creative Writing, Art and Design Committee for College Fest TROIKA.
- Social service as Leo Member in Lions Club of Narayangaon.
- Organizing and Volunteering the EduYouth Meet event organized by Art of Living.

LANGUAGE

English, Hindi, Marathi, Gujarati.