

# Resume

## Saiyam Patel

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### Professional Summary

Motivated MBA candidate at **University Canada West (2024–2026)** with a strong foundation in **business analytics, operations, and strategic management**. Experienced in **administration, customer service, and retail operations**, with proven skills in **project management, problem-solving, and business analysis**. Seeking opportunities to contribute as a **Business Analyst** or **Operations Analyst**.

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### Education

#### **Master of Business Administration (MBA)** (*Expected 2026*)

University Canada West – Vancouver, Canada

- Specialization: Business Analytics, Operations & Strategy
- Relevant Coursework: Talent Management, Leadership, Corporate Finance, Supply Chain Management, Digital Transformation

#### **Bachelor of Commerce (B.Com)** – 2023

Gujarat University – Ahmedabad, India

- Focus: Accounting, Finance, and Business Administration
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## Professional Experience

### Store Associate

*Dollar Tree – Burnaby, BC | Jul 2025 – Present*

- Support **day-to-day store operations** including cashiering, stocking, and customer service.
- Maintain **inventory accuracy** by tracking stock levels and assisting in restocking shelves.
- Provide friendly and efficient assistance to customers, improving overall shopping experience.
- Contribute to **team collaboration and store efficiency** in a fast-paced retail environment.

### Administrator & Management Team Member

*Munimji Coaching Institute – Ahmedabad, India | 2020 – 2024*

- Managed **academic schedules, documentation, and reporting** for 500+ students.
- Streamlined administrative workflows, improving **operational efficiency by 15%**.
- Supported **financial transactions, projections, and reporting** to assist senior management in decision-making.
- Enhanced **student engagement and communication**, contributing to higher retention rates.

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## Key MBA Projects

- **Netflix Advertising Campaign** – Developed an AI-driven marketing strategy for Netflix’s ad-supported tier.
- **Lululemon Mirror Studio** – Designed project charter, stakeholder analysis, and risk management plan for an in-store virtual fitness innovation.
- **Digital Transformation in Retail** – Co-authored a white paper on omnichannel retail strategy and customer insights using AI.
- **Sustainable Digital Strategy** – Created a business plan integrating sustainability into digital transformation using the “5 Pillars Framework.”
- **Ethical Business Case Study (Loblaw Companies Ltd.)** – Analyzed decision-making frameworks and corporate responsibility in Canadian retail.

## **Skills & Competencies**

### **Business & Technical Skills**

- Project Management | Business Analysis | Strategic Planning
- Microsoft Excel, PowerPoint, Word | Power BI, Tableau | Market Research
- AI Tools: ChatGPT, Claude, Gemini, Google AI

### **Soft Skills**

- Leadership | Team Collaboration | Communication | Problem-Solving
  - Time Management | Critical Thinking | Adaptability
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## **Certifications**

- **Course on Computer Concepts (CCC)** – National Institute of Electronics & Information Technology
  - **Tally ERP** – Accounting & Finance Software
  - **Excel for Business (Coursera)**
  - **Microsoft Office Proficiency**
  - **Leadership & Team Management Certification**
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