**Karanvir Sodhi**

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347 Gilbert Dr. Wood Dale, IL 60191

**Professional Summary**

Performance driven Multi Site Manager with over six years of experience in project management, streamlining workflows, while maximizing profitability and overall business development.

**Work experience**

***Buchanan Energy LLC (N) 2016 – Present***

***Project Manager***

* Responsible for audit integrity for over one hundred and twenty internal audits per month
* Coordinated and dispatched audit team to retail locations
* Responsible for audit team follow up and prioritizing essential audits
* Streamlined fleet card sales approach and surpassed sales goals by 40%
* Collaborated with a team of training managers to redesigned manager training program

***Territory Manager***

* Redundant from below
* Managed over two hundred plus employees including ten or more salaried managers
* Analyzed sales and P&L statement to increase site profit and efficiency

***General Manager***

* Responsible for developing strategies to improve team member performance and business uniformity
* Hired and mentored employees to uphold company standards
* Responsible for financial viability of the site
* Analyzed sales and P&L statement increasing profits by ten percent YOY in first year.
* Trained & mentored, General Managers, Shift Leaders, promoted over fifteen employees to leadership positions.

**Highlights and Qualifications**

Computer Skills include solid knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, and Apple Works, typing ability 45 words per minute, familiarity with both Windows and Mac OS.

* + - Strong communication skills
    - Detail Oriented
    - Ability to manage multiple assignments and tasks, set priorities, and accomplish deadlines.
* **Education**
* Northern Illinois University, Associates Degree in Sociology