

## **Mr. SAHIL RATHEE | MBA ,BBA**

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### **PROFILE**

Recent Sharda university, school of business studies graduate and post-graduate in master of business administration & Senior co-ordinator for supply chain management specialisation , where I complied two years of experience of planning and coordinating administrative procedures , systems and devising ways to streamline processes, training personnel and allocate responsibilities, office space , manage schedules and deadlines.

### **EXPERIENCE**

**Management trainee, Safexpress pyt ltd., new delhi    19th June 2017 to 31st July 2017**

- Ensure operations adhere to policies and regulations
- Organise and supervise other office activities
- Keep abreast with all organisational changes and business developments
- To monitor Audit procedures, practical floor operations.

**Assistant Accountant, Sunil enterprises., new delhi    8th Dec. to 12th oct. 2018**

- Controlling , verifying and generating invoices for suppliers and customers.
- Preparing accounts payable checks

### **EDUCATION**

**2018 Masters in business adminstration in Finance & Supply chain management**

Sharda university, school of business studies

**2015 Bachelor in business administration**

Sharda university, school of business studies

### **PROJECT**

1) Name : Issue and success factors in Micro Financing

Description : I was analyzing Microfinance social Aspects & Micro finance models

2) Name : A study on Safexpress private ltd. “Proper handling and Stacking of goods in hub”

Description : Analyzing the efficient frontier of the company and studying the same to give detailed report to the company.

## **SKILLS**

- Good Knowledge of GST
- Proven experience as administrative manager
- Language proficiency in ENGLISH & HINDI.
- In- depth understanding of office management procedures and departmental and legal policies
- Familiarity with financial and facilities management principles
- Proficient in MS Office
- Excellent organisational and multitasking abilities
- A team player with leadership skills.

## **CERTIFICATIONS**

- Event speaker in seminar on “Scope and future of business Analytics” in association with Kent State University , USA on 18th September,2017
- Certified cyber security advisor , by SSDN technologies , ISO certified
- Keynote speaker , phenomenon debate - pradhanmantri jan than yojna.
- Trained professional on Capacity building on FRUIT RIPENING by NCCD ,ministry of agriculture.
- Panel member & Keynote speaker in International Sharda model united nation 2017 as a delegate of Thailand in UNWHA.
- Keynote speaker at debate club , theme: Movies penetrate to the deepest corner of ones soul.
- Distinctive performer at national science olympiad , held on 2010, Asias biggest science olympiad.
- Participative member at national energy conversation day , for National council for science & technology communication NCSTC, ministry of science and technology.
- Merit winner , GNCT OF DELHI , handball, zone-XI , Government of delhi.