

Samanway Shree Pandey

Heriot-Watt, Riccarton, Edinburgh, U.K.

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Personal statement

I help channelize Plan into Actions.

An experienced Analyst, with over 4 years' worth of administration experience.

Also have a wealth of experience with regards to effectively liaising with multiple stakeholders around the business on a number of different projects.

Currently studying MSc Business Psychology and looking for an opportunity to complement my schedule. Extremely flexible with regards to working hours.

Key Skills

- People Management.
- Proficiency in all areas of Microsoft Office, Digital Data and Informations Softwares & Systems.
- Excellent communication skills, both written and verbal.
- Highly adaptable, and able to pick up new systems quickly and efficiently.
- Experienced and Doer.

Employment History

Customer Success Specialist, Perfios Software Solutions Pvt. Ltd., India

(April 2019 – September 2020)

Achievements and responsibilities:

- Implemented a change of actionable, reducing costs by 20%.
- Managed Portfolio of Accounts ranging from \$25,000 - \$130,000 and above.
- Business and Industry researching, analysis for requirement elicitation, planning and product delivery.
- Customer engagement through Product Portfolio Management and ensuring seamless after service.
- Information Lifecycle management – Contract Management, Addendums and Product quotations.
- Design and Content Editing – Creating the theme for the Quarterly Newsletter, integration among teams and content designing, proofreading and publishing.

Executive- Operations and Catalogue, TrendArrest Clothing Pvt. Ltd., India

(September 2015 – September 2016)

Achievements and responsibilities:

- Managed Portfolio of Accounts ranging from \$65,000 and above.
- Managed and Over-see Brand's Marketing campaign with celebrity Sunny Leone.
- Single Handedly administered every aspect of eCommerce business.
- Online Retail Management – Vendor relationship, marketplace, content creation, product planning and business development.
- Warehouse management – Order fulfilment, customer services.

Production Executive, IPA Devices Pvt. Ltd., India

(September 2014 – August 2015)

Achievements and responsibilities:

- Presenting a professional and friendly first impression of the firm to all visitors and clients.
- Internal communication – Answering incoming calls.
- Typing all necessary documents and correspondence as required.
- Printing any supplementary notes as required – Organisational Structure Study.
- Running professional errands.

Education

Heriot-Watt University, U.K. – MSc Business Psychology

(September 2020 – Present)

Christ University, India – M.B.A. Lean Operations & Systems

(May 2017 – Mar 2019)

V.T. University, India – B.E. Computer Science

(June 2010 – July 2014)

Hobbies & Interests

I am an avid Reader. I spend my time reading, researching and writing about perspectives. Every morning motivates me, I enjoy a life of fitness activities and everyday learnings. I adore Fashion and improvise myself each day. I intent in achieving refinement in my interests and continue my #foreverQuestforSELF.

References

References are available upon request.