

Ruchika Godhwani, CAPM®

A supply chain management graduate passionate about roles in operations, management and digital customer analytics, with 2 years of Logistics and Sales experience.

0547443247

ruchikagodhwani@gmail.com

UAE resident visa

EDUCATION

Certified Associate in Project Management® APRIL 2024

Carleton University, Ottawa, ON SEPTEMBER 2018 - DECEMBER 2022

Bachelor of Commerce, Supply Chain Management with Co-Op designation: GPA- 9.68/12

EXPERIENCE

Enterprise Mobility, Ottawa ON — Logistics Coordinator - Rental Management

World-class provider of car rental services and fleet management

<https://www.enterprismobility.com>

MAY 2022 - DECEMBER 2024

- Coordinate, plan, supervise, and manage all activities related to sourcing, procuring, storing, and distributing vehicles required to run the company's rental operations
- Managed a fleet of more than 2000 vehicles across the Ottawa group and continually worked on strategies to increase fleet size for the rental operations
- Negotiate for the best fleet rates with auto manufacturers such as Toyota, BMW, and Mitsubishi and achieve a 30% price reduction for every bulk purchase
- Provide a weekly summary of detailed sales orders at the local and provincial levels to the sales team
- Created weekly in-market sales forecasts to understand customer demand, improve efficiency and ensure cost-effectiveness by optimizing inventory
- Prepare delivery notes, purchase and sales orders, payment receipts, inventory checklists, and fleet sales reports (for external sales to fleet companies)

Thales Group, Ottawa ON — Co-op, Project Manager- Program Management

Global technology leader in Cyber-Security and Artificial Intelligence

<https://www.thalesgroup.com/en>

MAY 2021 - DECEMBER 2021

- Coordinated weekly with stakeholders to ensure seamless execution of projects, ensuring delivery within budget and timeline
- Re-created and maintained cloud migration software such as JIRA and Confluence to display KPIs such as sales forecast, customer satisfaction and operational deadlines for stakeholders
- Facilitated an agile scrum team to launch a new project by conducting activities such as backlog meetings, retrospectives, and mitigating risks by following agile principles

SKILLS

Customer Satisfaction

Inventory Management

Microsoft Office Suite

Vendor Management

JIRA/Confluence

Project Management (Agile)

AWARDS

University Entrance Scholarship 2018

In-course Scholarship 2020

Dean's Honour List Award 2020, 2022

Bill & June Joe Scholarship in Business 2022

Lumentum, Ottawa, ON —Co-op, Project Manager – NPI Program Management

Canadian leader in providing lasers and 3-D applications to the technology market.

<https://www.lumentum.com/en>

JANUARY 2021 - MAY 2021

- Supported the Program Management Office with consistent maintenance and updates of corporate files and project dashboards
- Communicated with key stakeholders to determine project requirements and efficiently addressed concerns on cloud platforms such as Oracle, Workday and JIRA and other 3PL systems

Languages:

English- Native Speaker

Hindi - Advanced

Arabic - Basic