



Jasmeet Kaur Arora

8770661808 | jasmeetkr8028@gmail.com

in [https://www.linkedin.com/in/jasmeet-kaur-arora-a88ab6230?](https://www.linkedin.com/in/jasmeet-kaur-arora-a88ab6230?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

[utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app](https://www.linkedin.com/in/jasmeet-kaur-arora-a88ab6230?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

Objective

Dedicated and detail-oriented Bachelor of Management Studies student with a specialization in Finance, seeking opportunities to leverage academic knowledge and practical experience gained through internships in Operations and E-commerce roles. Eager to contribute skills in process optimization, project management, and financial analysis to a dynamic and growth-oriented organization.

Education

- **Mumbai University** 2024 - present
Bachelor's of Management Studies
8.6 sgpa
- **St.Joseph's Convent School - CBSE** 2020
High school
12th - 87.6%

Experience

- **Carorbis** July, 2023 - Present
Operations and E-commerce Intern
 - Optimized operational processes through collaborative efforts, achieving a increase in overall efficiency.
 - Executed e-commerce strategies, overseeing website updates and contributing to a growth in online sales.
 - Conducted data analysis using tools to identify trends and enhance decision-making.
 - Addressed customer inquiries, contributing to an enhanced overall customer experience.
 - Engaged in cross-functional collaboration, providing valuable insights for process enhancements.
 - Developed and presented regular reports and presentations summarizing key performance metrics.
 - Participated in inventory audits, implementing measures to minimize stock discrepancies and optimize inventory turnover.
 - Managed customer inquiries and concerns, demonstrating strong communication skills and ensuring high levels of customer satisfaction.
- **2am by Anjali and Meha** Oct, 2022 - July, 2023
Operations intern
 - Assisted in the launch of new bag products, contributing to the design of efficient supply chain processes from sourcing materials to final product delivery.
 - Played a pivotal role in managing inventory levels, ensuring optimal stock availability while minimizing excess inventory costs.
 - Adapted quickly to the dynamic and evolving nature of a startup, showcasing resilience in handling various operational challenges.
 - Contributed to the development and execution of marketing initiatives, aligning operational efforts with overall business goals.
 - Actively participated in the company's growth by contributing to strategic discussions on scaling operations and enhancing market presence.

- Worked on improving order fulfillment processes, enhancing the overall customer experience and satisfaction.
- Collaborated with external partners and suppliers, fostering positive relationships to ensure a reliable and efficient supply chain.
- Demonstrated a keen interest in the bags industry, staying informed about market trends and competitor activities to inform operational decisions.

Skills

- **Financial Analysis:**

Proficient in ratio analysis, financial statements, and forecasting.

- **Operations Management:**

Optimized processes during a 9-month internship at 2AM.

- **Process Optimization:**

Improved efficiency and reduced costs at 2AM and Carorbis.

- **Project Coordination:**

Managed projects, ensuring timely completion. Inventory Management: Streamlined supply chains and maintained optimal stock levels.

- **E-commerce Operations:**

Contributed to website updates, product launches, and sales growth.

- **Team Collaboration:**

Effectively worked with cross-functional teams.

- **Continuous Learning:**

Quick adoption of new tools and concepts for ongoing development.

- **Communication Skills:**

Clear communication of financial insights and project updates.

Projects

- **2am - Lil Flea**

- Managed the inventory and worked overtime to process the orders
- Supervised the event from start to end using effective crowd method
- Negotiated with vendors and supply chain partners to reduce and maintain the cost
- Maintained the accounts at the day end and reported the figures.
- Kept record of data for inventory and orders on Excel
- Executed a successful market expansion plan at Lil Flea events, enhancing brand visibility and attracting increased foot traffic through collaborative display designs with the marketing team.

Achievements & Awards

- College Feast Anchor: Hosted and anchored multiple events at college feasts, demonstrating strong communication and organizational skills.
- NSE Debate Competition Achievement: Secured first place in the NSE (National Stock Exchange) debate competition, showcasing expertise in discussing the topic of "Financial Freedom of Speech."
- National Voters Day Poster Making Success: Achieved first place in the National Voters Day poster-making competition, showcasing creativity and artistic skills while promoting civic engagement.

Interests

- Fine Arts
- Adventure Exploration
- Confectionery Crafting

Activities

- Industrial Exposure: Conducted insightful visits to prominent establishments including the Jaipur Dainik Bhaskar print media, gaining firsthand knowledge of print journalism practices. Toured the Jaipur Dairy milk factory, acquiring valuable insights into the dairy production process.
- Professional Development: Participated in Intragroom sessions, enhancing interpersonal skills and professional acumen. Public Speaking and Personality Development: Dedicated over 30 hours to an intensive program on public speaking and personality development, refining communication skills and overall persona.
- Webinar Engagements: Facilitated a webinar organized by BSE on "How to be a Wise Consumer and Smart Investor," demonstrating organizational and coordination skills. Orchestrated a webinar organized by the Indian Center for Plastics in the Environment on "World of Plastics," highlighting environmental awareness and sustainability perspectives.

Languages

- Hindi (Professional level)
- English (Professional level)
- Germany (Intermediate level)