

Tej Upadhyaya

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OBJECTIVE

A result-focused and highly dedicated professional with excellent people skills. I seek an opportunity where I can add great value to the organization while growing personally and professionally.

EDUCATION AND CERTIFICATES

Post Graduate Certificate, Digital Communication Management Fanshawe College, London, Ontario	<i>Jan 2025 – Present</i>
Post Graduate Certificate, Supply Chain Management-Logistics Fanshawe College, London, Ontario	<i>Jan 2024 – Aug 2024</i>
Master of Business Administration, Operations Management Indus University, India	<i>Nov 2020 – May 2022</i>
Bachelor of Engineering, Mechanical Engineering Kalol Institute of Technology and Research Center, India	<i>Apr 2016 – Oct 2020</i>

SOFTWARE SKILLS

- Microsoft Word & Excel
- Quality Control & Data Entry
- Problem Solver with “Can do” and “Will do” attitude
- ERP & SAP software
- Content Creation (Blogs, Graphical videos, Posters 3D)
- Social Media Management (Instagram, Facebook, LinkedIn, Twitter, TikTok)
- SEO & SEM (Search Engine Optimization / Marketing)
- Adobe software like In design, Illustrator, Photoshop, After effects, Premiere Pro)
- Video Editing (Final Cut Pro, CapCut)
- WordPress
- Website Development

WORK EXPERIENCE

Fulfillment Associate

Feb 2024 – Present

Amazon – YXU1, ST. Thomas, ON, Canada

- Licensed - Tote Tank Operator, Pallet Jack Operator, Conveyor Belt Jam Operator
- Achievement – 6 Times Champion Trophy Winner, 17 Times E-Swags Winner

Officer - Supply Chain Management

Oct 2022 – Nov 2023

Maharshi Pharma Chem Ltd. , India

- Delivered strong customer service by listening to concerns and resolving problems in a fast-paced working environment with a positive attitude
- Short-listed vendors for 90+ pharmaceutical raw materials based on good manufacturing process (GMP) criteria such as pH level of materials, minerals and vitamins quality levels, false labeling, and cross-contamination of materials
- Reviewed and updated supplier scorecard to keep up-to-date list of qualified suppliers
- Initiated and implanted ABC Analysis system for most expensive, moderate and cheapest raw materials to reduce handling costs by approximately ₹ 1M
- Upheld the company's brand and high professional standard during all interactions.

Operations Management Intern

May 2021 – June 2021

Texas Lifesciences Pvt. Ltd.

- Maintained an accurate logbook record of approximately 35 processed materials stored within the storage room
- Leveraged ABC analysis of most expensive, moderate and cheapest cost of raw materials and finished goods as per the size of package to optimize space within the warehouse
- Performed vendor analysis for purchased materials as per the requirements of good manufacturing process and kept track of performance for future operations.

Production Department Intern

Nov 2021 – Dec 2021

Windsor Machines Ltd.

- Kept a running log of record of various metrics which included equipment usage, working hours, and finished goods list.
- Assisted with production planning as per vendor requirements, raw materials availability, machine availability, and worker competency to reduce costs.

CERTIFICATION

- Hootsuite Social Listening with Hootsuite
- Hootsuite Social Media Marketing
- LinkedIn Certificates (Conflict Resolution)
- OSHA (Occupational Safety and Health Administration)