

## Contact

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## Top Skills

Microsoft Excel  
Client Services  
Travel Management

## Languages

French (Limited Working)  
English (Full Professional)  
Hindi (Native or Bilingual)  
Punjabi (Limited Working)  
Bengali (Elementary)

## Certifications

Digital Marketing for CXOs  
Digital Marketing  
Digital and Social Selling

# Bhavya Singh Sodhi

Experienced Operations Specialist & Customer Service Professional  
Delhi, India

## Summary

Dedicated and results-driven BBA student, excelling in dynamic environments with a proven ability to streamline operations and ensure seamless communication. I bring a sophisticated and proactive approach to every task, showcasing exceptional skills in management and operations. My hardworking demeanor underscores my commitment to achieving excellence, with a track record of successfully coordinating logistics for high-profile events.

As a natural extrovert, I thrive on building meaningful connections and seamlessly integrating into collaborative teams, characterized by an energetic and outgoing nature. My experiences have honed my ability to handle high-pressure situations with grace and precision, consistently focusing on client satisfaction and delivering exceptional service in all roles.

Actively seeking opportunities in administrative, management, and communication roles to leverage my skills.

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## Experience

### VALLABH YOUTH ORGANISATION (UK) LTD

Administrative Assistant

November 2023 - November 2023 (1 month)

Delhi, India

- Successfully managed VVIP guests for the Divya Vrajanand Mahotsav in Vrindavan, ensuring a seamless and exceptional experience.
- Demonstrated expertise in administration, hospitality management, and client relations.

Executed efficient operations management, overseeing logistics and event coordination.

- Delivered outstanding customer service and enhanced customer experience through meticulous attention to detail.

- Applied strong communication skills to coordinate with diverse teams and stakeholders.

During this freelance assignment, I relocated to Vrindavan, India, showcasing my flexibility and commitment to delivering high-quality administrative support in diverse locations.

### The Platinum Planners

#### Event Coordinator

November 2023 - November 2023 (1 month)

New Delhi, Delhi, India

- Orchestrated the seamless transportation of high-profile guests from Delhi to Agra, ensuring a smooth and comfortable journey through meticulously arranged buses.
- Attentively addressed all client needs and requirements, with a dedicated focus on delivering exceptional service to our esteemed guests.

This role demanded precision in logistics and a keen focus on the unique needs of high-profile guests, contributing to the overall success of the Agra Event.

### BookMyShow

#### Management Staff - Stock Controller

November 2023 - November 2023 (1 month)

Delhi, India

- Orchestrated comprehensive control over the inventory of water bottles during a high-profile concert event featuring a prominent foreign band called Westlife.
- Implemented meticulous tracking systems to monitor the distribution and destination of each water bottle, ensuring precise logistics execution.
- Maintained full control over the quantity and allocation of water bottle cartons, optimizing resource utilization.
- Contributed to the seamless execution of the event by ensuring a steady and organized flow of essential supplies.

This role not only required precision in stock management but also played a crucial part in enhancing the overall efficiency of the concert event.

## Thread Fairy

Logistics and Operations Specialist

July 2023 - September 2023 (3 months)

New Delhi, Delhi, India

- Successfully managed Amazon and First Cry packaging operations with a focus on efficiency and quality.
- Oversaw comprehensive inventory logistics to ensure a smooth and well-coordinated supply chain.
- Implemented precise Excel sheet tracking for enhanced operational transparency and accuracy.

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## Education

### Singhania University

Bachelor of Business Administration - BBA, Business Administration and Management, General · (September 2022 - July 2025)

### Tagore International School (Vasant Vihar)

High School Diploma, Humanities/Humanistic Studies · (2008 - 2022)