

# Rudra Bhatt

ADMINISTRATIVE ASSISTANT – Task Prioritization, Resource Allocation, MS Office Suite

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📍 [Ontario](#)

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## SKILLS

- **Administrative Tools:** Advanced Microsoft Excel, Office 360 Suite, client coordination software and Outlook.
- **Compliance & Documentation:** Export/import paperwork, customs clearance, and DGFT Online Portal.
- **Research & Analysis:** Conducted competitor, demographic, and market gap analysis for strategic insights.
- **Digital Tools:** Email, client coordination tools, and stakeholder systems for reporting and strategic needs

## WORK EXPERIENCE

### Administrative Assistant and Tennis Instructor

October 2024 – April 2025

NYTA Winter Tennis Club – Seasonal Part-time

Ontario

- Maintained client and membership data using Excel for event logistics, reducing errors by 20% through accurate invoicing, streamlined reporting, and optimized scheduling to support consistent daily operations across teams.
- Developed a systemized record-keeping framework by categorizing member files and processing financial transactions, improving accessibility and accelerating data retrieval for 50+ internal and external event engagements.
- Managed real-time coordination between clients and staff using internal tools, ensuring timely updates for 20+ events monthly and boosting service accuracy via centralized tracking of communication history and updates.
- Improved the membership renewal workflow by redesigning the notification and follow-up process, leading to a 15% increase in renewals through targeted client reminders and consistent documentation accuracy checks.

### Assistant Executive – Exports and Imports

March 2023 – August 2023

Parrot Pinnacle Pvt. Ltd. – Permanent Part-time

India

- Prepared and verified export/import documents to comply with customs standards, ensuring 100% accuracy and timely clearance by digitizing shipment records and implementing a status-tracking system for logistics teams.
- Designed a dual-mode filing structure combining physical logs with digital storage, allowing audit readiness and immediate retrieval, and reducing internal search and response times by over 30% during shipment tracking.
- Collaborated with vendors and freight partners across shipping cycles to synchronize delivery expectations, using documentation dashboards to prevent bottlenecks and reduce average shipment delays by 30% per transaction.
- Logged & updated live trackers for 200+ freight movements, integrating real-time status updates that improved visibility by 35%, enhanced response coordination & boosted partner confidence across international borders.

### Trainee to Executive – Incentives

April 2022 – March 2023

Rukan Enterprise – Exim Consulting – Seasonal Part-time

India

- Administered over 100 government export incentive applications using online submission portals, reducing lead times by 25% and improving compliance accuracy through standardized documentation review procedures.
- Classified and queued more than 100 incentive applications by urgency and deadlines using a ticket-based matrix, reducing missed deadlines by 30% and improving timely validation and follow-up across regulatory workflows.
- Created digital records for over 120 submissions, tracking statuses and timestamps, improving reporting efficiency by 40% and enabling faster decision-making through real-time application monitoring and status visibility.
- Verified form fields and supportive attachments against compliance guidelines before submission, while achieving 100% adherence and enabling uninterrupted processing of all export incentive requests under assigned projects.

## PROJECT EXPERIENCE

### Solar Brix Global Strategy: U.S Market Expansion

Lead Business Strategist & Project Developer

- Coordinated cross-functional teams, directed project documentation, tracked milestones using workflow tools, and optimized resource allocation models to ensure timely delivery of Solar Brix's U.S. market entry strategy.

### Market Analysis and Strategy for Manzil

Market Research Analyst & Strategy Consultant

- Managed data collection and analysis workflows, organized research documentation, and maintained strategic logs to support Manzil's market insights and implementation road map for fin-tech driven customer engagement.

## EDUCATION

### Postgraduate Certificate in Global Business Management

September 2023 – April 2025

Georgian College, Ontario

### Bachelor of Commerce (BCom)

December 2019 – April 2022

Gujarat University, India

## CERTIFICATIONS

- **Authorized On-Demand PMP® (Project Management Professional)** April 2025
- **Cert Prep: Excel Expert – Microsoft Office Specialist (Microsoft 365 Apps)** April 2025
- **Microsoft Office Certification** April 2025