

# Sakshi Kandwal

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## Summary:

Hardworking and reliable individual with good communication skills and a strong willingness to learn. Looking for an opportunity to grow and contribute to a team."

## Skills:

- Communication
- Teamwork
- Problem solving
- Adaptability
- MS Word
- Excel, PowerPoint
- Multitasking and Time Management
- Analytical problem solving

## Certification:

- Financial Accounting
- Microsoft office champ plus

## Education:

- Bachelor of Commerce Uttaranchal University (Aug 2020 – May 2023)

## Professional Experience:

Eating In — Remote  
2025

Nov 21, 2024 – Jun 5,

### Operations Specialist

- Efficiently managed order dispatch to ensure prompt deliveries and optimal resource utilization
- Monitored and adjusted delivery routes in real-time to improve efficiency and reduce delays
- Developed daily delivery schedules aligned with fluctuating demand and peak hours
- Collaborated closely with drivers and customer support teams to swiftly resolve operational issues
- Compiled and maintained daily dispatch reports to support performance analysis and planning

## Language:

- Hindi & English