



AARCHA ROY

Motivated and results-driven MBA Operations & Finance graduate seeking a full-time position in Procurement, Logistics or Supply Chain department. I have strong detail-oriented and analytical skills gained throughout my 5 years of work experience in UAE. I aim to contribute and grow within a reputable organization that values my experience and skills.

Contact

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- ✉ | aarcharoy@gmail.com
- 🚗 | UAE D/L
- 🏠 | UAE Residence Visa
- 📍 | Dubai

Education

- **MBA : Operations & Finance**
Manipal University, Dubai
2021 - 2023
- **B.Tech : Electronics and Communication Engineering**
Manipal University, Dubai
2014 - 2018
- **High School, Science Stream**
GEMS Our Own English School, UAE
2009 - 2014
- **Elementary School, CBSE Curriculum**
Gulf Asian English School, UAE
2004 - 2009

Experience

- **Junior Analyst**
My Study Life App Feb 2023 – Present
Downtown, Dubai

Collecting, analyzing and forecasting student usage data from the My Study Life mobile app and website across various countries.

Providing customer service and support to end users.

Maintaining documentation for current systems and monitoring the quality of IT services in adherence to the Information Security policy.

Managing relationships with current and prospective educational partners.
- **Operations Assistant**
Roy Cargo Transport LLC Feb 2020 – Jan 2023
Al-Quoz, Dubai

Provided administrative support, tracking business activity, delivering quality customer service.

Assisted the accounts department in monitoring expenses, budgets and petty cash.

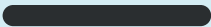
Assisted with the rental of heavy equipment such as cranes, trailers and trucks to and from clients.
- **ARMO Electro Mech Technician**
Baker Hughes Feb 2019 - Jan 2020
Jebel Ali, Dubai

Maintained, repaired and calibrated electronic components used in directional drilling tools that are responsible for the accuracy of directional oil drilling.

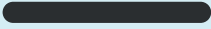
Troubleshooted, tested, assembled, disassembled and performed visual inspection of electro-mechanical assemblies.

Language

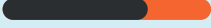
English



Malayalam



Arabic



Soft Skills

Communication
Multitasking
Teamwork
Fast learner
Problem Solving



Hard Skills

MS Office
SAP S/4HANA
MS Excel
Tally
CCNA
MATLAB
LTspice
Linux
Arduino
Python
SMT Soldering



Reviewed procedures for assembly, disassembly and test verification accuracy.

Documented financial and experimental data using SAP MM, PP, WMS, BOM and SD ERP modules.

Collaborated with cross-functional teams and customers to provide technical guidance and troubleshooting knowledge.

Followed and recorded internal HSE policies and procedures to ensure a safe and compliant environment.

● Electronics Engineering Intern

Emirates Aviation Services LLC June 2016 - July 2016
DWC, Dubai

Hands-on experience maintaining electro-mechanical parts of light aircraft Piper PA-28-161 Archer II and Cessna 172S.

Tested, installed and operated tactical weapons systems, sensors, communication systems, lighting systems, automatic flight control systems.

Inspected, removed and installed the propeller, main landing gear, oleo strut, carburetor and other electro-mechanical parts.

Learned about aircraft operations, focusing on ignition and navigation systems.

Conducted pre-flight inspection on the Archer II (PA-28-161) aircraft to resolve potential issues.