

Ruqaiya Bundiwala

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Dedicated, driven, well-organised student with commendable interaction skills developed over the years, operating in different types of environments. Seeking a part time job where I can make use of my honed transferable skills to contribute to the success of the team and company.

WORK EXPERIENCE

Care Assistant- *Medcare Services*

Jan 2024 - June 2024

- Provided personalised care and assistance to elderly and disabled clients, ensuring their comfort and well-being.
- Collaborated with 15 healthcare teams and family members to develop and update personalised care plans.
- Maintained more than 100 accurate records of care provided, including documentation of medication, daily activities, and observations.
- Satisfied emotional and social needs of clients through companionship, active listening, and engagement in activities.

Junior Sales Person- *Reliable Pharmacy*

Aug 2022 – Nov 2022

- Stood out as a salesperson under supervision at a Pharmacy and skilfully used my knowledge and fluent communication with customers leading to highly satisfactory responses.
- Experienced at managing pharmacy inventory and monitoring expiration dates to minimise waste.

Content Writer- *Geolife Youth Magazine*

Jan 2020 – Feb 2021

- Wrote over 50 engaging and reader friendly articles for the magazine and social media platforms.
- Provided 90+ error-free content in forms of articles, blogs, social-media posts and detailed scientific writing.
- Incorporated SEO principles into my writing to improve the search engine ranking and brand awareness.

Digital Marketing Intern - *Webnovidhya*

May 2021- July 2021

- Capable of creating strategies tailored to particular business goals, including sales growth, and brand awareness.
- Successfully improved organic traffic and search engine ranking by targeting the right audience.
- Setup 3 campaigns and looked over budget management for all paid advertising platforms like Google Ads, Facebook Ads and Instagram Ads along with effective email marketing.

KEY SKILLS

- **Work ethic and Dependability** :- A strong work ethic with an honest approach towards the tasks and opportunities.
- **Taking initiative and Improvising** :- Taking on additional projects and tasks when necessary to ease the load on team members and co-workers.
- **Attention to Detail and Problem Solving** :- Trained to maintain error-free records. Ability to think quick and tackle difficulties in a time sensitive situation.
- **Time Optimisation and Organisation** :- Created well detailed timelines as a project leader during college to optimise the time and efficiency of all members.

ACADEMICS

Masters in Forensic Toxicology - *University of Lincoln*

Sept 2024 - Ongoing

Bachelors in Pharmacy - *Mumbai University* (CGPA of 8.38/10)

June 2019 - June 2023

Data Analytics in Healthcare - *Mumbai University*

Dec, 2021

Fundamentals of Digital Marketing - *Google*

Dec 2022

ADDITIONAL INFORMATION

- Willing to commute.
- Available during Christmas break.

