



SHEENAL SYNTHIKA

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PROFESSIONAL SUMMARY

Dedicated professional skillful in sample collection, data recording and instrument calibration. Resourceful and adaptable individual with extensive experience developing and conducting experiments to document results for studies. Comfortable handling complex issues, meeting strict deadlines and adjusting to rapidly changing conditions. Reliable individual with skills and experience in several fields. Smart and committed to job well done and offering exceptional drive. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EDUCATION

Certificate III : Individual Support International Nurse Training - St Mary's, NSW

Diploma : Community Services International Nurse Training - St Mary's, NSW

Certificate In Microblading : Microblading, 12/2022

Forever Shine Skin And Microblading - Auckland, New Zealand

Skincare Business Diploma, 2022

SKILLS

- Work Prioritization
- Equipment Management
- Analyzing and Synthesizing Data
- Specimen and Sample Preparation
- Project Planning
- Experiment Protocol Development
- Literature Searches
- Lab Safety
- Project Management
- Event Planning
- Time Management
- Attention to Detail
- Public Presentations
- Documentation Skills
- Managing Laboratory Supplies
- Running Experiments
- Multitasking and Organization
- Field Data Collection
- Sediment Sampling
- Teamwork and Collaboration
- Questionnaire Development
- Conducting Surveys
- Complex Problem-Solving
- Lab Result Interpretation
- Inventory and Supply Management
- Data Collection Processes
- Data Entry
- Analytical Thinking
- Verbal and Written Communication
- Community Outreach
- Technical Support
- Research and Analysis
- Lab Operations

WORK HISTORY

Customer Service Representative, 02/2023 - Current

Redly Chicken - Eastern Creek, NSW

- Delivered prompt service to prioritize customer needs.
- Developed highly empathetic client relationships and earned reputation for exceeding service standard goals.
- Reached out to customers after completed sales to suggest additional service or product purchases.

Director, 10/2019 - 02/2023

Spice Queen (Fiji) Pte Ltd - Fiji

- Country Summary of activities performed relevant to the position, Coordinating daily business operations
- Formulating Skincare Products
- Creating innovative organic skincare for all skin types
- Researching on environmental factors to improve business
- Creating sustainable packaging
- Promoting cruelty free products
- Conducting trials / rectifying recipes
- Incorporating sustainability and environmentally friendly product production
- Designing products that are environmentally friendly
- Abiding by the laws for a sustainable business
- Analysis of data on the reports made
- Stock take
- Accounting (Payable, receivable, VAT,

Centre of Excellence

Post Graduate Diploma : Climate Change, 2018

University of the South Pacific, PGDCC - Suva, Fiji

Bachelor Of Environmental Science

BSc : Chemistry, 04/2012

University of The South Pacific - Suva, Fiji

ADDITIONAL INFORMATION

- First Aid & CPR Certificate
- NDIS Modules 1-4 completed
- Working with Children's Check
- NDIS Screening Check - applied awaiting response
- Police clearance Applied
- Covid-19 vaccination (3 Doses)

- FNPF, FRCS lodgment)
- Regular checks on Inventory
- Sales & Marketing
- Visuals & Shop designs
- Devised and implemented strategies to create new revenue streams and cut operational costs.
- Leveraged professional networks and industry knowledge to strengthen client relationships.
- Managed daily operations while overseeing multiple locations to foster increased productivity.
- Monitored office workflow and administrative processes to keep operations running smoothly.
- Collaborated with network executives to define and propel organization's mission and vision.
- Established departmental performance goals and provided feedback for underperforming areas.
- Developed schedules for production, editing, and duplication for timely delivery.
- Observed tight deadlines and strict budgetary controls to avoid waste and streamline costs.
- Assisted with sales and marketing strategies to foster achievement of revenue goals.
- Remained highly composed and calm in very fast-paced, stressful and constantly changing environments to provide optimal leadership and achieve desired results.
- Identified and approved equipment and elements required for productions.
- Evaluated company documentation to verify alignment with regulatory requirements.
- Optimized operational processes using analytics tools to address client-specific metrics.
- Developed project budgets and managed production costs.
- Participated in meetings with producers and production crew to keep program in step with creative vision.
- Monitored expenditures to mitigate risk of overages.
- Oversaw operations and provided corrective feedback to achieve daily and long-term goals.

FWBON / Field Assistant, for Regional Coordinator, 01/2016 - 02/2023

FWBON

- FIJI
- Collecting freshwater samples
- Analyzing samples
- Data recording
- Lab testing and sample sorting
- Analyzing data collected
- Developing Environmental
- Management Plans
- Environmental Impact Assessments
- Thorough reporting and report writing
- Designed field survey methods to assess large swaths of land with multiple different crop offerings.
- Worked with chemicals and fertilizers, handling according to warnings and environmental precautions and wearing appropriate PPE.
- Reviewed files, records and other documents to obtain information to respond to requests.
- Developed detailed field survey methods and adapted to new variables as necessary, streamlining operations wherever possible.
- Input data into spreadsheets and databases.
- Coordinated travel arrangements for staff members.
- Synthesized data and submitted into reports for further research and analysis.
- Worked long days outside despite adverse weather, completing projects with caution and attention to meticulous data collection.

- Compiled and analyzed data to produce reports.

Business Coordinator /, Operations Manager, 08/2015 - 09/2019

Spice Queen (Fiji) Pte Ltd - Fiji

- FIJI
- Formulating skincare products
- Testing products (Shelf-life / quality / ingredient s)
- Accounting (Payable, receivable, VAT, FNPF, FRCS lodgment)
- Regular checks on Inventory
- Documenting recipes
- Documenting daily fundamental work profiles
- Purchasing & Invoicing
- Receipting and Supplying requirements for delivery of items
- Making reports on Inventory using excel
- Producing innovative skincare
- Quality control of products made
- Liaising with clients and dealing with customer complaints
- Sales & Marketing
- Visuals and shop designs
- Devised processes to boost long-term business success and increase profit levels.
- Identified and resolved unauthorized, unsafe, or ineffective practices.
- Analyzed and reported on key performance metrics to senior management.
- Increased profit by streamlining operations.
- Directed initiatives to improve work environment, company culture or overall business strategy.
- Conducted financial activities for monthly reconciliation and to assist with annual budget.
- Fostered relationships to reach businesses to identify education and training needs.
- Produced engaging marketing content for website narratives, blogs and social media that aligned with corporate brand strategy.
- Supported commercial activity for invoicing, forecasting and commercial analysis for ongoing projects.
- Led hiring, onboarding and training of new hires to fulfill business requirements.
- Introduced new methods, practices, and systems to reduce turnaround time.
- Implemented process improvement to shape organizational culture, optimize procedures for higher efficiency and help company evolve and grow.
- Negotiated contracts with vendors and suppliers to obtain best pricing and terms.
- Conducted research assignments for executive team to support internal special projects.
- Developed and maintained relationships with external vendors and suppliers.
- Facilitated communication with clients and team members to improve business strategy and operation.
- Managed project staffing, recruitment and new hire process.
- Supervised operations staff and kept employees compliant with company policies and procedures.
- Established positive and effective communication among unit staff and organization leadership, reducing miscommunications, and missed deadlines.
- Developed systems and procedures to improve operational quality and team efficiency.
- Developed and implemented strategies to maximize customer satisfaction.

Geography – Field Assistant, 03/2011 - 12/2017

University Of The South, Pacific – School Of Geography - Suva, Fiji

- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked well in a team setting, providing support and guidance.
- Gained extensive knowledge in data entry, analysis and reporting.
- Passionate about learning and committed to continual improvement.

- Proven ability to learn quickly and adapt to new situations.
- Skilled at working independently and collaboratively in a team environment.

Admin Assistant, 08/2014 - 08/2015

Rentokil Initial

- FIJI
- Paperwork and data entry into assigned software
- Coordinate with the technicians and their allocated customers
- Organize office functions and manage with the budgets provided
- Attend to customer complaints
- Organize inspections
- Organize day to day office operations

Attaché, 02/2014 - 08/2014

Eddie Hin Beverages

- Quality Assurance, FIJI
- Carry out pH tests
- Quality test bottles
- Test viscosity
- Test water quality
- Run carbonate tests

Intergration Assistant, 06/2013 - 12/2013

Ministry of Welfare, Women, Children and Poverty Alleviation - Sigatoka

- FIJI
- Volunteer WIA Sigatoka
- Organized functions such as openings of government projects (Income Generating Projects) in the villages
- Facilitating community outreach programs
- Working together with other stakeholders
- Community awareness on the role of the women's department, organizing trainings for the villages, etc
- Temporary Relieving Women Interest
- Assistant in Sigatoka for the Ministry of
- Social Welfare, Women and Poverty
- Alleviation
- Liasing with stakeholders
- Project visitations
- Organizing and participating in community awareness programs
- Managing with available funds
- Presenting innovative income generating projects to the women
- Promoting community work
- Report writing and report presentation, – Enumerator
- FIJI
- Enumerator for a social project (A UNDP
- Funded project on social impact of natural disasters on the people of Western Viti
- Levu)
- Conduct interviews for the social survey
- Translate from Hindi to English and English to Hindi
- Self-motivated, with a strong sense of personal responsibility.
- Gained extensive knowledge in data entry, analysis and reporting.
- Worked flexible hours across night, weekend and holiday shifts.
- Strengthened communication skills through regular interactions with others.