

Simarpreet Singh

New Brunswick, New Jersey

Phone: 856-500-4945 | Email: simarpreet.s917@gmail.com

Education

September 2022 - Present

Rutgers University, New Brunswick Business School New Jersey – Bachelor of Sports Management and Economics

Work Experience

December 2021 - January 2026

Liquor Mart, 554 S Delsea Dr, Vineland NJ 08360, 2640 US-322, Logan Township, NJ 08085, 4645 Harding Hwy, Mays Landing, NJ 08330,

Victor's Liquors, 78 Mill St, Mays Landing, NJ 08330 - **Assistant Manager | Lead Analyst | Operations Manager**

- Oversaw daily operations across multiple store locations, managing opening and closing procedures, assigning staff responsibilities, and ensuring compliance with company standards and internal operational policies. Streamlined internal workflows and operational procedures to improve efficiency across locations, reducing daily setup and closing time by approximately **15%** while maintaining service quality.
- Improved inventory accuracy by implementing a structured vendor review and reconciliation process, reducing discrepancies, inventory loss, and reporting errors by **20%** across locations.
- Managed daily financial operations including cash handling, deposits, reconciliation, and reporting, reducing financial discrepancies by **10%** while improving accuracy and accountability over time.
- Coordinated staffing and scheduling for **10+ employees**, improving store coverage, cleanliness, task allocation, and customer flow during high-traffic and peak business hours. Maintained detailed financial, operational, and logistical records to support audits, improve reporting accuracy, and streamline internal documentation and review processes. Assisted in the sale of two properties by organizing financial records, operational documentation, and transaction materials, contributing to a **12% higher sale value** than initial.
- Delivered consistent customer service and issue resolution while managing daily operations, contributing to higher customer satisfaction, repeat business, and overall store performance.

April 2020 - September 2020

Rite Aid, 1889 S Lincoln Ave, Vineland NJ 08361 – Sales Associate

- Maintained efficient stocking and product organization, improving product visibility and increasing sales.
- Executed fast and accurate register transactions, reducing customer wait times.
- Collaborated with team members to consistently meet weekly sales and performance targets.

Leadership Experience

September 2022 - 2026

Association of Punjabi Students Rutgers (APRU) - Treasurer | Head of Relations | Event Coordinator

- Managed a **\$20,000 annual budget**, ensuring accurate tracking, financial transparency, and zero overspending incidents throughout the academic year. Established and negotiated strategic partnerships and sponsorships with external organizations, increasing overall membership by **25%**.
- Planned and executed large-scale student events with **500+ attendees**, increasing attendance by **30%** compared to previous years. Coordinated logistics, staffing, timelines, and vendor relations for major events, including contingency planning during adverse weather conditions.
- Led collaboration initiatives with external student groups and community organizations, expanding outreach and impact through joint programming. Organized large-scale charity initiatives such as **APRU Cares**, supporting **200+ community members** in partnership with Elijah's Promise.
- Worked directly with performers, venues, and vendors to negotiate contracts, secure best value, and ensure smooth event execution.

Skills

- Customer Service
- Financial Management
- Microsoft Office
- Problem Solving

- Team Leadership
- Inventory Management
- Organizational Skills
- Adaptability