

Bhavesh Chaudhary

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Summary

Dynamic Business Information Systems graduate with hands-on experience in data analysis and IT support, acquired during a 3-month internship. Proven skills in technical troubleshooting, systems documentation, and effective project coordination. Demonstrated leadership as a Secondment Coordinator at Officeworks, successfully managing daily operations and optimizing team workflows for over 6 months. Committed to leveraging expertise in regional ICT support or project administration roles to enhance user experience and drive technological solutions, with a willingness to relocate and eligible for sponsorship under the Designated Area Migration Agreement (DAMA).

Skills

- IT Support and Troubleshooting
- Project Coordination and Task Management
- Customer Support and User Assistance
- Data Analysis and Processing
- Jira & Confluence
- Time Management and Workflow Optimization
- Microsoft Office Suite
- Data Visualization (Excel, PowerPoint, basic Tableau)
- Problem solving
- Willing to relocate to **regional WA, NSW**
- Eligible for **DAMA sponsorship**

Experience

DATA ANALYTICS INTERN | 06/2024 - 09/2024

ACS Professional Year – WIL Placement - Sydney, NSW

- Prepared stakeholder-ready presentations summarizing key project outcomes.
- Designed and implemented basic algorithms to analyze structured datasets.
- Documented analytical findings, methodologies, and clearly communicated process outcomes.
- Conducted exploratory data analysis to identify hidden trends and correlations.
- Created scripts to aggregate and convert data from several sources into one database.
- Coordinated with team members for successful implementation of projects within deadlines.
- Provided technical support to team members on data-related issues.

SECONDMENT COORDINATOR (CFC OPERATIONS) | 09/2024 - Current

Officeworks - Northrocks, NSW

- **Promoted to Secondment Coordinator** during the team leader transition to support daily operations and team performance.
- Delegated work to staff, setting priorities and goals.
- Reviewed reports on employee attendance, productivity and effectiveness to evaluate performance.
- **Gained valuable leadership and operational experience**, building skills in people management, decision-making, and team coordination.
- Recognized for adaptability, initiative, and the ability to take ownership under pressure.

CFC TEAM MEMBER | 12/2021 - Current

Officeworks - Northrocks, NSW

- Maintained a clean and organized work area throughout shift.
- Adhered to safety guidelines while operating machinery or stocking shelves.
- Maintained safety standards, met delivery cut-offs, and assisted in high-volume order fulfillment.
- Consistently recognized for work ethic, speed, and reliability.

Education

The William Light Institute - Sydney, NSW | ACS Professional Year Program – ICT

ICT, 10/2024

Asia Pacific International College - Parramatta, NSW | Bachelor of Business Information Systems

Business Information Systems, 05/2023

Leadership & Involvement

- Led a team in developing a Buy and Sell system as part of a final-year group project
- Active member of IIBA and ACS
- Committed to continuous learning through ACS resources and professional development events

Academic Project Highlight

Capstone Industry Project: APIC, Parramatta, NSW, [Oct 2022 – May 2023]

- Led the development of a dynamic buy-and-sell system using MySQL, Python, and HTML
- Designed a user-friendly interface and contributed to comprehensive documentation
- Resolved complex system issues while maintaining data integrity
- Presented key findings and final deliverables, demonstrating teamwork, system design, and practical problem-solving

References

References available upon request.