

# Vivek Singh Slathia

Making places work. *For people.*

Property Operations | Client Experience | Business Development

Experience across B2B outreach, resident services, multi-site supervision and property operations. Focused on clear communication and reliable follow-through.



## BASED IN

Toronto, Canada

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## WHATSAPP

+1 (437) 987-5510

## CALL

+91 91 86034 766

## PROFESSIONAL EXPERIENCE

**MBA (grad. 2019)**

### Marketing & Sales Intern

Business Standard Newspaper • 2-month internship during MBA

- Visited businesses and organizations across Chandigarh to promote Business Standard subscriptions and understand their readership needs.
- Generated and followed up B2B leads, explained subscription options and pricing, and converted prospects into new subscription clients.

**2022 • 2023**

### Community Assistant / Residence Advisor

HOEM on Jarvis - Student Residence • Toronto, Ontario

- Supported onboarding and integration of international and domestic students into the residence community.
- Led resident orientations covering policies, safety procedures, facilities, services, and community standards.

**2023 • 2025**

### Mobile Supervisor

SMS Security & Concierge Services • Ontario, Canada

- Provided mobile supervision and operational support across multiple commercial and residential client sites.
- Recruited, trained, coached, and mentored site supervisors and concierge personnel on service standards, procedures, and emergency protocols.

**2025 • 2026**

### Assistant Property Manager

Dell • Downtown Toronto, Ontario

- Supported day-to-day operations of a commercial and residential property, including tenant services, maintenance, security, and concierge coordination.
- Conducted building inspections and coordinated follow-up on maintenance, cleanliness, safety, and work orders.

## EDUCATION

**2017**

### Bachelor of Business Administration

I.K. Gujral Punjab Technical University • First Division

**2019**

### Master of Business Administration

Lovely Professional University

**2023**

### Global Business Management Diploma

Sault College

## CORE CAPABILITIES

Property operations

B2B client outreach

Tenant & resident service

Multi-site supervision

Team coaching

Vendor coordination

Building inspections

Work orders & records

## PRACTICAL TRAINING

**2016**

### K.C. Hyundai

Industrial training

**2018**

### Advanced Excel

LPU training

**2018**

### Future Retail

18-day Big Bazaar live project

## FINAL NOTE

Ready to make places work better.

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