

KAVYA KHATRI

EDUCATION

Georgian College of Applied Arts And Technology, Barrie, ON
Computer Science Technician- Networking , 05/2023

PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position as a new student here. Ready to help team achieve company goals. Store Assistant possessing exceptional sales, organizational and customer service skills. Highly successful at working with peers, sales personnel and managers. Experience operating POS equipment, processing merchandise returns and updating pricing.

SKILLS

- Customer Assistance
- Technical Support
- IP Address Structure
- Customer Relations
- Microsoft Word
- Microsoft PowerPoint
- Critical Thinking
- Managing Multiple Tasks

WORK HISTORY

CUSTOMER SERVICE EXECUTIVE 02/2023 to 04/2023

Vishal MegaMart, New Delhi, India

- Described product and service details to customers to provide information on benefits and advantages.

STORE ASSISTANT 09/2022 to 02/2023

Reliance Fresh, India

- Greeted customers, helped locate merchandise and suggested suitable options.
- Offered each customer top-notch, personal service to boost sales and customer satisfaction.
- Greeted customers entering store and offered assistance with requirements.
- Balanced and organized cash register by handling cash, counting change and storing coupons.
- Listened to customer needs and desires to identify and recommend optimal products.

AVAILABILITY

- Mondays to Friday : 12 PM to 11 AM
- Weekends : Any shift