MUSKAAN SAINI

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# Objective

Detail-oriented and hardworking individual seeking a position in a warehouse where I can utilize my strong organizational skills, physical stamina, and commitment to teamwork to contribute to efficient and smooth warehouse operations.

# Profile

* Highly skilled in Microsoft Office apps, such as Word, Excel, and PowerPoint.
* Excellent written and verbal communication skills, with an eye for detail.
* Self-starter with a can-do attitude.
* Effectively execute task within a short me, extremely productive in a high volume, high stress environment.
* 44 WPM typing speed.

# Experience

Warehouse Associate June 2024 – Present

TJX

* Prepared and completed orders for delivery or pickup according to the schedule.
* Assisted in receiving and processing of incoming stock and materials.
* Collaborated with team members to improve workflow efficiency.
* Maintained a clean and organized workspace to comply with safety standards.

Tactical Guard (On Call) May 2024 – On Call

Skyview Security

* Recorded required data for incident reports and files.
* Patrolled property entrances and exits and monitored employee safety.
* Secured premises and personnel by patrolling property and monitoring surveillance cameras.
* Guarantee the assurance of individuals, resources, and property.
* Screen access of entrances and leave focuses.
* Direct preventive reconnaissance adjusts.

Retail Sales representatives January 2024 – April 2024

Zara

* Merchandised Clothing according to store requirements for daily customers and special holiday sales.
* Submitted buying recommendations to management based on customers feedback and sales trends.
* Completed commission-based sales by working closely with customers to understand needs, assist with fittings, and finalising purchases.
* Kept store clean and organized at all times.

**SKILLS**

* Goal Oriented Mindset
* Positive Attitude
* Order Processing
* Organisational Skills
* Active Listening
* Time Management
* Problem – Solving abilities
* Quality Control
* Good communication skills
* Customer service
* Teamwork
* Adaptability
* Work ethic

# Education

High School 2022-2023

Currently doing advanced diploma in Software Engineering Technology – AI.