Muskaan Shaikh

Business Development/ Marketing

Address Pune, MH, 411048

Phone: 744 783 8305

E-mail: muskaanshaikhx@gmail.com

Cross-trained, multi-functioning professional with almost one year of experience in front office management landscapes. Keenly equipped to handle training and development of employees, business reporting, time-keeping management, and on-call float for shift shortages. Excellent at setting agendas and providing employee-centric yet, customer-focused environments.

Skills

* Relationship building and management
* Sales and marketing
* Communications
* MS Office
* Business Operations

Work History

2019-11 - 2020-03 Assistant Store Manager

YC Creations, Pune, Maharashtra

* Managed opening and closing procedures and recommended changes to enhance efficiency of daily activities.
* Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
* Reduced company expenditures and met budget targets by closely monitoring, tracking and controlling expenses.
* Promoted professional growth and facilitated talent development of each associate to drive performance excellence.
* Assisted team members with delivering friendly, knowledgeable service by applying proactive monitoring and corrective action strategies.
* Developed innovative and creative merchandise displays to drive point-of-sale purchases.

2019-08 - 2019-10 CSD Manager

Big Bazaar, Pune, Maharashtra

* Developed team communications and information for meetings.
* Maintained excellent attendance record, consistently arriving to work on time.
* Resolved problems, improved operations and provided exceptional client support.
* Looked after the future pay program as the head.

Education

2018-07-Current BBA: Marketing

MIT World Peace University, Pune

* Member of Entrepreneur Club
* Graduated in Top 85% of Class
* Continuing education in Dual Specialization as Marketing and HR Major

2016-06 - 2018-05 High School Diploma

Rims International School, Pune

* Elected as the Head Girl of High School for 2 consecutive years.
* Elected Captain of Basketball Team
* Member of Dance team Member of MUN and Creative Head
* Graduated in Top 89% of Class, stood first

Additional Information

* Current CTC- 10,000 per month
* Expected CTC- 15,000 - 20,000 per month
* Notice period- 4 weeks