

Daya Kapoor

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Accountancy Graduate & Part-time Sales Associate

SUMMARY

Dynamic and detail-oriented Accountancy major looking to leverage stellar communication skills as an Intern to generate leads for large-scale conglomerates. Demonstrated ability to efficiently develop sales stream and managing inventory. Armed with the skills of cross selling products to increase the income derived and safeguard relationship with the client.

KEY SKILLS

- Lead Generation • Sales Stream Development • Inventory Management • Cross Selling • Photography
- Marketing • MS Office • Quick Learner • Attention to Detail

INTERNSHIPS

Sales Intern

Jun '19 - Jul '19

Sprite Brews

Delhi, IN

An American multinational corporation headquartered in New York City with revenue worth USD 4 billion

Bug Resolution & Social Media Branding

- Enabled **bug resolution** & steered social media branding of '**Sprite Resume Builder**'
- Wrote multiple articles to **boost viewership** & delivered proposals to **bolster outreach**
- Sold 80 magazines & **20 newspaper subscriptions** by performing door-to-door sales
- Liaised with respective **Security teams & head of societies** to secure permissions

Conflict Resolution & Customer Satisfaction

- Resolved conflicts to foster healthy relationships & **enable customer satisfaction**
- Generated **content to boost viewership** via social media postings
- Promoted the magazine on social networking sites
- Reviewed the content and promotion of the Android application and got it reviewed from others as well

PROFESSIONAL EXPERIENCE

Sales Associate (Part Time)

Aug '19 - Jan '20

Vine Boutique

Delhi, IN

A sleek Italy-inspired space showcasing India artisanal techniques through a mix of apparel, accessories and art created by its in-house label

Lead Generation & Sales Stream Development

- Gained knowledge on generating daily walk-ins and converting telephonic enquiries into walk-in
- Attended weekly meetings and rendering assistance in creating **sales stream for products**
- Assisted in ensuring high levels of **customer satisfaction** by welcoming customers to the store and answering queries
- Aided in **determining customers' need** and recommending the right product while staying up-to-date with **product features**

Inventory Management & Cross Selling

- Maintained inventory and high standards of store's visual appearance while **cross selling products**
- Rendered assistance in **managing returns of merchandise** and building productive trust relationships with the customers
- Aided in planning marketing activities and **changing the store's design** while maintaining visual merchandising standards
- Assisted in **receiving new shipments** and describing product features to the customers while **following boutique procedures**

EDUCATION

BBA - Accountancy

Jan '19 - Present

University of Delhi

Delhi, IN

A collegiate public central university, located in New Delhi, India with a student base of over 23k students

- **Top 5 percentile** of the class

12th - Mathematical Methods

Jan '17 - Dec '18

Queen Mary's School

Delhi, IN

A government-funded single-sex academically selective secondary day school with a student base of over 4k students

- **Top 2 percentile** of the class

CERTIFICATION

- **Certification in Inside Sales** | Alpine Acoustics | Delhi, IN | Jan '19 - Jun '19

ADDITIONAL INFORMATION

- **Languages:** English and Hindi
- **Hobbies:**
 - **Photography:** Owner and administrator of **Security Photography Page** on Facebook with 7k+ likes