

PROFESSIONAL PROFILE

Reliable, energetic and resourceful individual with over a year and half experience in customer services with expertise in customer handling. Able to 50 lbs. easily, with a great issue resolution and relationship-building mindset.

WORK EXPERIENCE**Haryana Traders Saha, Haryana, India**

May 2021 – February 2022

- **Cashier and Stock Manager**

RESPONSIBILITIES:

- Sorting the cash and card payments'
- Dealing with the customers and answering enquiries.
- Issue receipt of the products and bills receipt.
- Checking for Refunds and collect Coupons and stamps.
- Adjusting the price to provide best Customer Service.
- Managing the inlets and outlets of products.
- Creating strategies for more profit and checking if the product is available at cheaper price.
- Managing 20+ Staff Members.

ACHIEVEMENTS:

- Receive 4.5 Star Rating from 500+ the Customers.
- Promotion to Stock Manager.

PROFESSIONAL SKILLS

- Excellent working on both Microsoft Windows 10 and Mac OS X.
- Excellent communication skills with a focus on team-building and customer relations.
- Good in Mathematics and Calculation

EDUCATION**Computer Programming Diploma**

Pursuing from 2022 May 9

Seneca College Newnham Campus

- Expected Graduation in December 2023

High School Graduate

Completed in 2021

Air Force school Ambala, Haryana, India

- Passed with Overall 92% in the best Military School of the state

AVAILABILITY

- Available at any time except Tuesdays and Thursdays
- Suitable for any kind of a job