

Ansari Saiqa Abubashar

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Location: Sion, Mumbai

Total Experience: 3 Years

Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Working Experience

Mohit Diamonds Pvt Ltd., BKC, Mumbai

Designation – Sales Assistant

April 2021 - PRESENT

- 1-Handle all **online inventory** queries and **coordinate** with the sales team to resolve issues regarding the inventory, checking single stones while uploading if it is correct. Details given to **customers**.
- 2- Handling **Customer queries** via call & Email . **Follow up** with the sales team for customer requirements and follow up with the account team for invoicing and payments.
- 3-**Manage stock** and tally with accounts Monthly or weekly.
- 4-Sales **report** given to authority personnel on a daily , weekly or monthly basis.
- 5--Handle **daily tasks** given by authorized persons or issues regarding any inventory or software that have to follow up with that.
- 6-To make sure all **kyc** has been updated and **online Site KYC** is done with all authorized person approval.
- 7-Daily basis Customer **excel** with costing & pricing for authorized person.In evening, **All inventory stock** available excel given to customer.
- 8- Manage task on **Timely Manner**.
- 9- Handling other **reports** like - Sales, Expenses per quantity,etc

SKILLS

- Advance Excel
- MS Office
- Vlookup, Hlookup, Pivot table,etc
- Power point
- Tableau

EDUCATION

Bachelor of Commerce (BCOM) from SIES college of Commerce & Economics (2016-2019) with **55.86%**.