

SAIQA ANSARI
SALES ASSISTANT

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MUMBAI.

OBJECTIVE

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

EDUCATION

2019 **BACHELOR OF COMMERCE**
SIES COLLEGE OF COMMERCE & ECONOMICS
WITH SGPI OF 5.88

EXPERIENCE

2019- Current date **Sales Assistant , Mumbai**
Mohit Diamond Pvt Ltd.

Customer Service, Sales Support, Stock Management,
Problem Solving, Teamwork.

Experience of 3 Years.

JOB DESCRIPTION

- 1- Handling Online Inventory and Sales.
- 2- Co-ordinate with Account team for process regarding invoice,etc.
- 3- Support Sales team with regular work
- 4- Handle inventory
- 5- Solve problem regarding software or online inventory
- 6- follow up with every task
- 7- weekly inventory tally
- 8- Handling Administrative task
- 9- Manage task in time
- 10- Organize Document
- 11- Report Handling
- 12- Handling KYC of online portal

SKILLS

1. Dedicated & Hard Working.
2. Willingness to Learn New Things.
3. Quick Learner.
4. Advance Excel
5. Vlookup, Hlook up, Pivot Table , Etc.
6. Internet server
7. MS office
8. Power Point.

I hereby declare that above information is correct .

SAIQA ANSARI