**Ansari Saiqa Abubashar**

**Mobile:** [+91] 8657805490

**Email Id:** ansarisaiqa39@gmail.com

**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 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

9-Support Sales Team with Regular Work.

**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**%.