

# ABHAY PARTAP THAKUR

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## EDUCATION

**PUNJAB UNIVERSITY** (GRADUATED IN  
COMMERCE AND BUSINESS  
ACCOUNTANCY) 2020-2023  
MARKETING MANAGEMENT 2024

**UNIVERSITY CANADA WEST** (MBA) 2025

## ADDITIONAL SKILLS

Interpersonal Communication Skills  
Office Technology Systems  
Technical Support  
Multi-tasking  
Coaching  
Self-driven  
Friendliness & Empathy  
Inventory management  
Access  
MS Office  
Peoplesoft  
Recruiting  
Relationship Management

## CAREER OBJECTIVE

A self-motivated, energetic and highly professional who balances a result-orientated approach with an eye for innovation. I would like to build my career in a dynamic environment, where my education and communication skills would be fully utilized to achieve the potential employer's goals of profit maximization.

### SALES REPRESENTATIVE (PART TIME)

*PHONE STOP 8843 ST, DELTA, BC / OCT 2024 - MAR 2025*

- Attending customers and selling services(Products and Plans)
- Handling Cash Register

### ASSISTANT ACCOUNTANT (PART TIME)

*CA FIRM SECTOR 22 CHANDIGARH / JAN 2024- JULY 2024*

- Prepared journal entries, processed invoices and performed account reconciliations to ensure accurate financial records.
- Contributing to annual budget development and quarterly forecasts.
- Financial reporting to guide decision making and adherence to financial goals.

### CASHIER (PART TIME)

*DMART Chandigarh (FEB 2023- DEC 2023)*

- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Resolve customer complaints, guide them and provide relevant information..
- Handle merchandise returns and exchanges.

### INFOSYS:

*Chandigarh (August 2022- April 2023)*

- Answering client or customer questions about properly using or accessing the website or service
- Taking or processing orders for a product or service
- Listening to customer or client complaints or concerns and working to resolve their issues
- Dealing with border **custom services**.
- Taking payments on calls and online.

### VIDYA HOMES MOTEL (HYBRID):

*Chandigarh (JAN 2022- DEC 2024)*

- Managing ads and selling rooms
- Providing Great Hospitality to customers
- Solving all issues regarding electricity and water
- Providing appropriate solutions

## REFERENCES

- |                          |              |
|--------------------------|--------------|
| 1. VIKRANT ARORA (OWNER) | 778-522-2250 |
| 2. VISHAL PURI (CA)      | 9814777730   |

