

SANGITA RAI

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Sydney, NSW 2218

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Professional Summary

Flexible and proactive team leader with solid operations background over 2+ years in the retail industry. Attentive to employee and business needs and changing demands. Provide excellent product knowledge to customers, resulting in increased sales and customer satisfaction.

➤ JB Hi Fi, Hurstville -

Sales Representative (currently)

OCTOBER 2021 - PRESENT

Assisted customers in selecting and purchasing merchandise, maximizing revenue opportunities. Ex.

➤ Pico Me, Moore park -

Barista All rounder

JANUARY 2021 - OCTOBER 2021

Making coffee, Cashier, taking orders, preparing orders, making smoothies, wraps, etc.

➤ Rokko Japanese BBQ, Hurstville

Front of house

MAY 2020 - DECEMBER 2020

Taking orders, serving food, food preparation, online delivery food prep

SKILLS

Microsoft 365

Agile Project
Management

Troubleshooting
Windows/Apple OS

Network
infrastructure

Verbal
communication

Sales

Presentations

EDUCATION

**Western Sydney
College, Sydney**
— Diploma/ Advanced
Diploma of Information
Technology

JANUARY 2019 - MAY 2021

Kent Institute, Townhall
— Bachelor Degree of
Information Technology

JULY 2021 - JULY 2023