



JAYASHRI THAKUR

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PROFESSIONAL PROFILE

Skillful, talented, dynamic, hardworking professional **with 10 years** of experience as Showroom Coordinator and Personal Assistant of C.E.O of the company.

QUALITIES

An effective communicator & team leader with a flexible and detail-oriented attitude. Excellent analytical, planning, and organizational skills. Analytical skills and aptitude for solving problems creatively. Possess good product technical knowledge as a result of hands-on working.

EDUCATIONAL QUALIFICATION

- ☞ SENIOR SECONDARY passed in 2008 from HIMACHAL BOARD.
- ☞ SECONDARY passed in 2006 from HIMACHAL BOARD.

PROFESSIONAL QUALIFICATION

- ☞ BSc in TEXTILE DESIGNING from NIFD.

JOB EXPERIENCE

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|-----------------------|--|
| ☞ Organization | PURE COTTON INDIA (BUYING HOUSE) |
| ☞ Role | Stylist, Showroom Coordinator & Personal Assistant |
| ☞ Duration | (December 2010 – December 2019) |
| ☞ Organization | ANR Fab Tec (Export House) |
| ☞ Role | Marketing Manager |
| ☞ Duration | (January 2020 – December 2020) |
| ☞ Organization | Satvik (Resort) |
| ☞ Role | PR, Sales Manager |
| ☞ Duration | (March 2021 – October 2022) |

COMPANY PROFILE –

A well-known buying house in Noida Sec - 2. Working for the buyers like ARMANI, CLASS CAVALLI, CARRERA, VERSACE, DRESSING, MAXMARA, GAS, working with all kinds of knitted and woven fabrics (like – viscose linen jersey, cotton ,100% linen jersey, poly silk, chiffon etc.

Job Profile

- Answer Phone Calls
- Communication with Clients
- Emailing
- Greeting Visitors and Buyers
- Handling Inquiries
- Networking
- Nonverbal, Verbal and Writing Communications
- Taking Care of Buyers when they come to our Showroom
- Prepare Showroom according to taste of Buyers
- Organize samples for Trips
 - Went to Fairs to represent Company
 - Prepare Presentations for Buyers according to mood Boards

Technology Skills

- Computer basics
- Microsoft
- Presentation Preparation
- Excel
- Word Processing

Personal Mastery Skills

- Confidentiality
- Flexibility
- Multitasking
- Organization
- Positive Attitude
- Problem Solving
- Professional Demeanor
- Self-Motivated
- Team Player
- Time Management
- Work Independently

PERSONAL DOSIER

☞ Father's Name : Mr. Vinod Kumar

☞ Date of Birth : 23rd Jan 1990

☞ Marital Status : Married

☞ Nationality : Indian

☞ Languages Known : Hindi, English, Punjabi

☞ Address : C 902, Godrej Frontier Society, Sec 80 Gurgaon

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