

## Chitra Hajra Roy

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Service and Result Oriented ♦ Team Player ♦ Communication

### **Career Object:**

To work with integrity, learning new things and technologies which will help me to grow as an individual in order to help my team to achieve the target for the assigned work.

### **Skills:**

<b>Application</b>	Microsoft Office (word/excel/PowerPoint) (NIIT Certification)
	Quick book application 2017
<b>Skill-sets</b>	Promoting sells- WALMART MasterCard
	Customer handling- WALMART front end associate
	Accounting-High school diploma in ACCOUNTANCY with more than 90% grade
	Responsible for providing information to the customer- Former sales associate for RONA
	Responsible to chalk out the plane for endorsing goods- Former RONA Merchandising associate
<b>Language</b>	Have college level English with higher grades and working experience as a cashier and have experience to work in customer help desk in WALMART.
	Bengali -My mother tongue
	Hindi -As I am from India

### **Educational Qualifications:**

Degree and Date	Institute
University Graduate	From India
High School diploma	Perusing from Scarborough Adult Education Centre
College	Registered in Centennial College for 2021

### **Work Experience:**

### **Cosmetica Laboratories (Scarborough ON) Mar 2018 – Apr 2018:**

- Working in production line and packaging department
- Ensuring Proper labelling/coding/packages/handling of the product.

### **RONA Home and Garden Stores: (Scarborough, ON):**

- Working in the Seasonal department and Garden centre.
- Providing assistance to customers according to their needs
- Providing information on the features of the product and working knowledge about these.
- Ability to answer inquiries on call and answer queries and solving customer issues
- Ensuring cleanliness of the assigned areas and answer queries and solving customer issues
- Involved in receiving the products, stocking, labelling, organizing products and order fulfilling from customers in the seasonal department.
- Involved in Product merchandise and pricing across store and endorsement.
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### **Walmart Retail Store and Superstore:(Current Employee)**

- Working as a front-end associate.
- Processing transactions and taking returns.
- Making valuable inputs for the customer and placing orders.
- Endorsing Walmart MasterCard and product protection plan.
- Helping customers at the customer help desk with their queries and on call also.
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- **Reference:** Available on Request