

# **RESUME**

Village: Karimganji Basti,  
PO : Palonghat, Rukni pt II  
PS : Dholai, Dist: Cachar,  
State: Assam  
PIN : 788116

Gmail: bappon975@gmail.com  
Contact: 7349395738

## **• PERSONAL PROFILE:**

Name. : Bappon Tigga  
DOB. : 06/06/1991  
Father's name : Sudhir Tigga  
Gender. : Male  
Marital status. : Unmarried  
Nationality. : Indian  
Language. : Bengali, Hindi, English.

## **• OBJECTIVE :**

Highly motivated and dependable individual seeking a challenging position in a reputable company where my skills and experience can contribute to the success of the organization.

## **• EDUCATION :**

C C J C Palonghat Higher Secondary School

-10 th pass, 35%  
-12th pass, 36%  
-Basic System Knowledge.

## **• SKILLS :**

- Excellent written and customer service communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong analytical and problem-solving skills.
- Detail-oriented and able to prioritize tasks effectively.
- Ability to work independently and as part of a team.

## • **EXPERIENCE :**

Retail industry working as a Junior Executive ( assistant department manager) of landmark group, lifestyle international pvt Ltd max division 6.7 year in Bangalore. Assist customers in a friendly and professional manner.

- Provide product information and answer customer inquiries.
- Process sales transactions accurately and efficiently.
- Maintain cleanliness and organization of store displays.
- Assist in inventory management by conducting regular stock.

I apologize for the confusion earlier. Here is the rest of your resume:

- Assist in inventory management by conducting regular stock checks and replenishing merchandise as needed.
- Train new employees on store procedures and customer service standards.
- Resolve customer complaints and ensure customer satisfaction.
- Collaborate with team members to achieve store sales targets.
- Handle cash and credit card transactions, including balancing cash registers at the end of the day.

## • **ACHIEVEMENTS :**

- Certificate of Excellence for outstanding customer service.
- Employee of the month award for exceeding sales targets consistently.
- Received multiple positive feedback from customers for providing exceptional service.

## • **REFERENCES**

Available upon request

I look forward to the opportunity to contribute my skills and experience to a reputable company. Thank you for considering my application.