

SMITA KHALKHO

PROFILE

I am an experienced in customer relation and Stock auditing, seeking a full-time position in the field of customer relation and marketing communications, where I can apply my knowledge and skills for continuous improvement.

EXPERIENCE

REMOTE COUNT ASSOCIATE

AMAZON DEVELOPMENT CENTER| DEC-2019 - JULY-2020

- Auditing stocks by pictures provided by fulfillment center.
- identifying and reporting the defects present in the stock.

CUSTOMER RELATIONSHIP EXECUTIVE

TOUCH MEDIA | JULY 2017 - SEPT 2019

- Resolving customer queries through calls emails and social media and maintaining a profitable relationship with customer.
- Assist with placement of orders, refunds and exchanges.
- Preparing proposals, overseeing the production process & execution and reporting the results to the relevant people.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION-MAJOR IN MARKETING

UNIVERSITY OF PUNE, ISB&M| 20010 - 2013

STRENGTH

- Able to take responsibilities.
- Positive and Result oriented attitude.
- Quick decision making ability.
- Hard worker and eagerness to learn new skills.

CONTACT

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COM

EXTRA ACHIEVEMENTS

BRITANNIA INDUSTRIES LIMITED

WORKED AS A INTERN IN A PROJECT OF ONE OF THE NEW LAUNCHED PRODUCT.
DEC 2014