

Hanshika Kapoor

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CAREER OBJECTIVE

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

HIGHLIGHTS OF QUALIFICATIONS

- Flexible and adaptable in every manner and situation
- Strong customer service skills, very good at handling queries
- Fluent communication skills
- Flexible to work in team-oriented and self-directed environments
- Confident, hard-working and a fast learner, with a thirst for knowledge
- Logical thought process with critical reasoning for effective brainstorming
- Goal oriented approach with perseverance to strive towards excellence

AREAS OF SKILLS SET

- | | |
|-------------------------|----------------------------|
| • Relationship Building | • Strategic Planning |
| • Customer Education | • Knowledge Development |
| • Goals accomplishment | • Departmental Maintenance |
| • Skills of Persuasion | • Communication Skills |

TECHNICAL SKILLS

- **Microsoft Office Products:** Word, Excel, Power point, Share Point, One Drive.
- **Operating Systems:** Windows, Mac OS, Android, IOS

SALES ASSOCIATE (CELL PHONE HUB, CHINOOK MALL)

- Attending customers
- Maintaining positive work environment
- Skill to communicate with customers to provide maximum satisfaction.
- Include sales related phone accessories
- Excellent interpersonal communication.
- Ability to effectively manage your time and prioritize the tasks.
- Strong product knowledge and understanding for target customers.
- Good at developing team relation among the coworkers.

Software Development Bow Valley College, Calgary, AB	2023-present
Class 12th (92% : non medical) DAV Sr. Sec public school, India	2021-2022
Certificate course in financial accounting Haryana Institute of Information Technology, India	2022

REFERENCES AVAILABLE UPON REQUEST