MEETKUMAR PATEL

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**OBJECTIVE**

Motivated and results-driven sales professional seeking a part-time challenging position as a Sales Associate to utilize my strong interpersonal skills, sales expertise, and customer service abilities to contribute to the growth and success of a reputable organization.

**EXPERIENCE**

**D Mart** | **Sales Associate** | August 2022 – January 2023 | India

* Assisted customers in finding and selecting merchandise based on their needs and preferences.
* Provided exceptional customer service, actively listening to customer inquiries, and resolving issues or concerns promptly and professionally.
* Processed customer transactions accurately and efficiently using the POS system, handling cash, credit card, and mobile payments.
* Maintained an organized and visually appealing store environment through effective merchandising and restocking.
* Collaborated with team members to achieve sales goals and contribute to a positive work environment.
* Stayed updated on product knowledge to provide accurate information and make appropriate recommendations to customers.
* Contributed to inventory management by conducting regular stock checks, monitoring replenishment needs, and assisting in receiving and organizing merchandise shipments.

**Shivam Traders Ltd** | **Receptionist** | April 2022–June 2022 | India

* Welcomed and greeted visitors, ensuring a positive and professional first impression of the company.
* Managed the front desk area, including scheduling appointments, handling inquiries, and providing general information.
* Assisted with administrative tasks, such as filling, data entry, and preparing documents.
* Managed incoming and outgoing mail, including sorting, distributing, and arranging courier services as needed.
* Responded to customer inquiries and resolved complaints or issues in a prompt and professional manner.

**SUMMARY OF QUALIFICATION**

* Strong understanding of retail operations, including cash handling, inventory management, and visual merchandising.
* Excellent interpersonal and communication skills, with the ability to interact effectively with customers and team members.
* Proven ability to work in a fast-paced environment while maintaining a high level of accuracy and attention to detail.
* Demonstrated customer service skills, including active listening, problem-solving, and conflict resolution.
* Highly organized and able to multitask effectively to meet deadlines and achieve targets.

Proficient in using point-of-sale (POS) systems and comfortable with basic computer applications.

* A team player with a positive attitude, adaptable nature, and willingness to learn and grow.

**ADDITIONAL SKILLS**

* Knowledge of social media platforms for promoting products and engaging with customers.
* Strong time management skills and the ability to prioritize tasks effectively.
* Fluent in [English & Hindi], both written and verbal.
* Web and App Developer

**EDUCATION**

* **Software Engineering Technology, Centennial College** |May 2023 – Present
* **Computer Engineering, Sardar Patel College of Engineering** |June 2017 – July 2021