tanjina AKTHER

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# Skills Summary

Interested in securing a position as a Customer Service Representative where I can further expand my skills and experiences, utilizing my unique abilities and understanding of Business.

# Education

# High School Diploma/July 2013

John Dewey High School (Brooklyn, New York)

# Lyca Mobile –Marketing Associates (Brooklyn, NY)-March 2013-June 2014

* Sit in daily stand up meeting everyday morning to discuss our every day’s responsibilities and ongoing products and goals
* Actively and aggressively approach customers to buy our Products and Sim cards.
* Report daily on the number of customers contacts, closes sales and other metrics as required
* Consistently meet and exceed sales goals within the guidelines established.
* every day’s responsibilities and ongoing products and goals

# Dunkin Donuts – Shift Manager (Brooklyn, NY) -July 2014-Current

* Exhibits a cheerful and helpful manner while greeting guests and preparing their orders.
* Demonstrates a complete understanding of menu items and explains them to guests accurately.
* Maintains a professional appearance and grooming standards as outlined in the Dunkin Donuts Operations Manual & company policies.

**Profile**

Ability to work in fast paced-environment to set the deadlines. Highly organized with creative flair for project work. Proficient in Microsoft Word, Microsoft Point, Microsoft Excel, Microsoft Access and Internet Communication.