

# Kaushal Saini

Alwar , Rajasthan

7230947795 | kaushalsaini125@gmail.com

## PROFILE SUMMARY

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As a proactive professional with a Bachelor of Business Administration and diverse experience in sales, operations, and management. Skilled in communication and teamwork, Kaushal excels in leveraging MS Office tools to drive efficiency. Fluent in Hindi and English, Kaushal is dedicated to achieving organizational goals while fostering personal growth. Passionate about creative writing, cooking, and music, with a history of competitive participation.

## WORK EXPERIENCE

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### Ashok Leyland Pvt. Ltd.

*Canteen Assistant Manager*

December 2023 – November 2024

*KBK Base Kitchen*

- As a Canteen Assistant Manager at Ashok Leyland, I oversee the daily operations of the canteen, ensuring high standards in food service, hygiene, and customer satisfaction. My role includes inventory management, staff supervision, and coordinating with suppliers to ensure seamless operations.

### Bajaj Finance

*Sales Officer*

March 2023 – August 2023

*Loan Department*

- As a Sales Officer at Bajaj Finance, I am committed to providing comprehensive financial solutions tailored to my clients' needs, particularly in business loans. My responsibilities include identifying potential clients, analyzing their financial requirements, and offering personalized loan options. I ensure a smooth loan application process by guiding clients through each step, aiming to enhance customer satisfaction and drive sales performance.

### Honda Car India Pvt.Ltd.

*Test Engineer*

March 2021 – March 2023

*Quality Department*

- As a Test Engineer in the Quality Department at Honda Car India Pvt. Ltd, I ensure top-quality standards for automotive parts. I perform comprehensive inspections and tests to verify compliance, identify issues, and implement corrective actions. Through detailed documentation and staying abreast of testing advancements, I contribute to product reliability and customer satisfaction.

### HDB Financial Services Ltd.

*Sales Officer*

January 2020 – January 2021

*Loan Department*

- As a Sales Officer at HDB Financial Services Ltd, I am dedicated to delivering comprehensive financial solutions tailored to my clients' needs, particularly in consumer loans. My responsibilities include identifying potential clients, evaluating their financial requirements, and providing personalized loan options. I ensure a seamless loan application process by guiding clients through each step, with the objective of enhancing customer satisfaction and driving sales performance.

## EDUCATION

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### Jaipur National University

*Bachelor of Business Administration*

Jaipur, Rajasthan

2022

### Om Aditya Public Senior Secondary

*Senior Secondary*

Alwar, Rajasthan

2017

## SKILLS

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- Communication
- Leadership
- Decision-making
- Customer service
- Teamwork
- MS Power Point
- MS Office
- MS Excel

## ADDITIONAL INFORMATION

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In addition to my core skills, I bring a robust set of competencies, including challenge acceptance and creative problem-solving. My proficiency in MS Office tools and my dedication to teamwork and customer service enable me to thrive in dynamic and collaborative environments.

**Language:** Hindi And English