

KHUSHBU THAKKAR

B-402, Kuber City,

Dabhoi Road,

Vadodara-390004, Gujarat, India.

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PROFESSIONAL EXPERIENCE

LAVERNE FINTECH PRIVATE LIMITED (Select Insure, Australia)

Since July'21

- Currently I am working as a **customer Service Representative** in **Insurance Dept.**
- Handling collection, preparing client's Policy Documents, Preparing Policy quotation, conversation with client via emails and telephonic for their policy details, collection and queries, sometimes handling new Policy inquiries too.

AKSHAR PUBLIC SCHOOL

OCT'20-JUN'21

- Worked as a **Senior Marketing Executive.**
- Handling all three branches marketing procedure and admission process.

SSV – KIDZEE

NOV '15 –SEP'20

- Presently working as a **coordinator** in KG section at SSV School
- Overseeing the admission process as well as handling the inquiries for admissions.
- Section co-ordination and managing the student-teacher ratio in individual classes.
- Facilitating all kind of celebrations, field trips and other extra curricular activities pertaining to school and KG Section.
- Daily reporting to the HO as well as coordinating with them for the smooth functioning & progress of the section.

RANGOLI

NOV '14 – NOV '15

- Worked with Rangoli – pre-school as a **centre incharge.**
- Handled the admission process, co-ordination & all centre related activities and manage the smooth functioning of the centre.

VISUAL MERCHANDISER/ SALES PROFESSIONAL

PROFILE

- A **Visual Merchandiser and sales Professional** with over 6 years of experience in creating environment and tools that increase walk-ins / sales by motivating customers to purchase through Visual Merchandising activities
- **Worked with leading home accessories company,** deploying my skills in the areas of creative conceptualization, designing, execution of VM, marketing, brand building activities in tune with the brand requirements like Seminars, Campaigns etc
- Seasoned professional, with strong understanding of Color and Design, resource balancing skills and ability to work well in teams as well as handle **multiple functions and activities** in high pressure environments with tight deadlines
- Have been designing the window display & product placement for maximum usage of space as per therequirements, usage & easy customer flow for special seasons, festivals & normal routine
- Study the current & future fashion trends. Ability to assume a leadership position by implementing visual merchandising standards

Core Competencies

Store Planning & Operations Sales Forecasts Relationship Management Quality Assurance Vendor

@HOME (A unit of Nilkamal Ltd)
Visual Merchandiser

MAR '08 – SEPT '11

- Interfacing with customers to inform them of the in-store promotional activities for new releases & special products.
- Deftly designing and implementing various strategies viz Display, Customer Interaction, Promotional Schemes/ Marketing Campaigns to improve the footfall and profits.
- Solely accountable for handling entire gamut of task entailing visual merchandising planning and formulation of strategies for the company while liaising with store operations team
- Actively involved in handling and managing following key accountabilities:
 - Provide VM support for new store openings
 - Design and execute of all graphic elements inside the store
 - Impart training about VM practices to the Managers and Sales Staff
- Prepare yearly Visual Merchandising Plan while creating ideas & designs, sourcing new vendors, co-ordination & managing day to day display work of all stores including signage's
- Actively promote and exhibit expertise in selling techniques & manages selling mentor initiatives and programs
- Provide leadership, direction & advice to staff to promote efficient delivery of sales and services while providing training to team & store staff to better VM standards.
- Monitored and/or developed as required the pricing, production planning, style analysis, merchandise mix, inventory levels, quality parameters and markdown management
- Successfully establish systems and procedures for effective monitoring the flow of materials and inventory control
- Build and maintain strong relationships with internal and external customers, vendors and other departments to facilitate the flow of goods and related information.
- Develop robust strategies to plan the production schedule and diligently allocate tasks to the personnel to accomplish the pre-set targets
- Planning Windows Display, Promo Area, Focal Points, In-store Display Theme, Display Props etc for promotions

MORE 4 U (Company of Aaditya Birla Retail Ltd)
Sales Representative & Cashier

Aug'07 – Feb'08

- Learnt about store targets & how to enhance Section sale as well as store sale in Daily staff briefing
- Established healthy business relations with clients & external associates for securing repeat business & long term customer loyalty and working towards solving their queries and complaints efficiently
- Interacted with the customers to understand their needs/ requirements while assisting them while advising on items and maintaining customer relationships to build the future perceptiveness.
- Oversaw cash control operations; reconciled cash count with sales figure; processes charge card receipts; prepare bank deposit; and ensure registers have adequate cash for operations. Handle Service tax, TDS, and other tax transactions.
- Deftly handled all payments & receipts of cash & recording the same in separate books after having counted & recounted each cash receipt & payment.
- Received and arranged deposit of funds from various depositors; making accurate entries in proper accounts and registers of all cash transactions.
- Responsible for maintaining the cash registers along with the other financial transaction registers for data management.
- Managed the collected cash & cheques of the bank while depositing it to the department every day.
- Established healthy business relations with clients & external associates for securing repeat business & long term customer loyalty and worked towards solving their queries and complaints efficiently.

TATA MOTORS, vadodara
Sales Executive & Administrative Work

1 year

GANDEVIKAR JEWELLERS PVT. LTD
Sales Employee & Cashier

8 months

EDUCATIONAL CREDENTIALS

Bachelor Of ARTS (HINDI) 2008
M.S. University, Vadodara, Gujarat, India

H.S.C
Gujarat Secondary Education Board

COMPUTER PROFICIENCY
SAP, outlook, Internet Explorer, MS Word, MS Excel, Power point, Thunderbird

Date of Birth: 24th September 1986
Languages Known: English, Hindi, and Marathi & Gujarati.

References: PUNIT A. THAKKAR (Builder)

Owner of **KANHA GROUP**
Vadodara
Contact : 9825450282

