

# Resume - Saurabh Saurabh

## Resume

### Education

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- **Master of Business Administration (MBA), Business Administration (Executive Assistance)**  
Vancouver, Expected May 2025
  - Relevant Coursework: Organizational Management, Financial Analysis, Strategic Planning
- **Bachelor of Civil Engineering**  
KIET Group of Institutions, Ghaziabad, 2017–2021
  - Graduated with Honors
  - Relevant Coursework: Structural Analysis, Project Management, Engineering Design

### Professional Experience

#### Sales Associate/Cashier

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Artisan Smoke Shop, Surrey/Vancouver, 07/2024–03/2025

- Handled cash transactions and operated POS systems, ensuring accuracy and efficiency.
- Managed inventory and stock replenishment, maintaining optimal stock levels.
- Assisted customers with product knowledge, following strict age-verification protocols (19+).
- Enhanced sales through effective upselling and cross-selling techniques.
- Maintained a clean and organized store environment, improving customer experience.

#### Tire Technician/Shipper-Receiver

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Kal Tire, Coquitlam, 03/2024–05/2024

- Organized and prepared tires for daily schedules, ensuring timely service delivery.
- Managed receipt and shipment of tires, maintaining accurate tracking and documentation.
- Repaired tire damages using specialized techniques, ensuring safety and quality.
- Mounted and balanced tires for personal and commercial vehicles.
- Kept the shop clean and organized, upholding high standards of presentation.

#### Inside Sales Executive

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Naukri.com, Noida, 09/2022–03/2023

- Advised job seekers on products and services, helping them achieve career goals.

- Made outbound sales calls to job seekers and employers, driving service adoption.
- Utilized CRM tools to track leads, manage customer data, and ensure follow-ups.
- Provided post-sales support, addressing customer issues and ensuring satisfaction.