

# HARPRIYA SAINI

Email: [harpriyasaini4404@gmail.com](mailto:harpriyasaini4404@gmail.com) | Phone: +1 (780) 600-0819

Edmonton, Alberta, Canada

## Skills:

- Inventory Management
- Effective Communication Skills.
- Client and Customer Relationship Management.
- Brand Marketing.
- Team Player and Leadership.
- Retail Operations Management.
- Maintaining Floor Appearances.
- ERP SAP & Demantra Supply Chain tool.

## Work Experience:

### **Food Court Jalandhar**

Formal Service Waiter, March 2023-July2024

- Greet patrons, present menus
- Checking Inventory and its future demand.
- Take orders and relay to kitchen and bar staff
- Serve food and beverages
- Present bill to patrons and accept payment
- May order and maintain inventory of wines and wine glassware

### **Reliance Digital.**

Sr. Retail Associate, Nov 2021 – Dec 2023

- Team Management and assigning duties.
- Setting up efficient and strategic plans.
- Stay in touch with Tech team for better knowledge.
- Meeting Sales Target.
- Inventory Management.
- Exchange Appropriate Trainings and Knowledge.

### **D Mart.**

Operations Specialist, Jun 2020 – Nov 2021

- Meeting Customer requirements on time.
- Forecasting demand and supply.
- Keeping record of transactions.
- Connecting with vendors for deliveries.
- Stay updated with technology and trends.
- Maintaining customer relations.

### **Vijay Sales Mart.**

Sales Associate, Aug 2018 – Jun 2020

- Sales and Customer Relations.
- Provide information of the product for better customer experience.
- Collaborating with technical team for better understanding.
- Offering technical advice and solution to customer queries.
- Administrative Tasks.
- Monitor customer feedback.
- Assess and analysing customer needs.

## Education:

**Project Management and Professional Communications** – MacEwan University, Edmonton  
**BA/LLB**– Lyallpur Khalsa College