

KOMAL

Hayes , London Ub31jz | 07466574455 | komal578667@gmail.com

SUMMARY

Multi-talented Sales Assistant adept at handling any store department. Talent for inventory management and documentation. Seeking role with increasing responsibility and room for advancement.

Motivated Cashier with a record of success in providing exceptional service and sales support in retail environments. Offering established numerical and communication abilities. Strong team player committed to assisting colleagues and management with all activities necessary for store success.

EXPERIENCE

01/2024 to 03/2024

Store management

Polish supermarket Greenford new - Greenford , London

- Collaborated with store management, stock and merchandising to streamline services and enhance customer experience.
- Provided customer feedback, issues and complaints to store management to help improve services and operations.
- Communicated clearly with store management to ascertain daily task requirements, working tirelessly to achieve them.
- Kept cleaning records, stocks and schedules stored on internal systems for good data management and organisational purposes.
- Regularly reviewed stored records, assessing data against retention policies for efficient archive management.
- Helped senior management plan and carry out daily operations and meet key objectives.
- Carried out practical habitat management tasks to protect and conserve natural environment.
- Handled and stored cleaning chemicals safely.
- Greeted customers upon store entry.
- Learnt problem-solving strategies and conflict management working closely with mentors.

10/2023 to 01/2024

Manager's Assistant

BCL construction - Hounslow , London

- Provided accurate, reliable administrative support, keeping records and documentation regularly updated.
- Employed outstanding communication and relationship-building abilities to lead by example in providing first-class customer care.
- Protected and enhanced company reputation, promoting mission and values in all professional interactions.
- Helped senior management plan and carry out daily operations and meet key objectives.
- Handled complaints calmly and professionally, providing swift resolutions to maintain positive customer experiences.

09/2022 to 08/2023

Medical Lab Technician

Laboratory - Amritsar , India

- Processed samples methodically and efficiently.
- Received, sorted and labelled clinical samples carefully, following strict laboratory regulations.
- Prepared, analysed and labelled media, specimens and samples.
- Undertook maintenance and calibration work on laboratory facilities.
- Manufactured specialty products using state-of-the-art equipment.

09/2019 to 10/2020

Hotel Receptionist

Best western hotel - Amritsar , India

- Minimised customer wait times during check-in and check-out by collaborating with colleagues.
- Completed activity spreadsheets and shift checklists to streamline front-of-house operations.
- Welcomed customers by completing check-in procedures and amending required reservation changes.
- Answered telephone calls with positivity and professionalism to uphold hotel reputation.

SKILLS

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| • Store Management | • Excellent team worker |
| • Store finance management | • Adaptability of changes |
| • I would like to work in challenging and competitive environment | • Ready to accept challenges |
| • Communication skill | • Positive attitude while interacting with new people |

EDUCATION

09/2023 to Current

Master of Business Administration: Masters in international business management

Ulster university - Central London , London

06/2019 to 08/2022

Bachelor of Science: Medical science

I.K Gujaral Punjab technical university - Jalandhar , India

LANGUAGES

English: : C2
■■■■■
Proficient

HOBBY AND INTERESTS

- Interacting with new people from different cultures or tradition
- Travelling