

Hello

I'm Vaishnavi Gupta

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Career Objective

Customer-focused professional with experience in retail management, sales promotion, and beauty advising. Seeking to leverage my skills in customer service and operational efficiency in a dynamic retail or beauty environment.

Technical Skills

- **Microsoft Office Suite:** Proficient in Word, Excel, PowerPoint (report creation, data entry, and document formatting)
- **Excel:** Basic data analysis, creating spreadsheets, reports, and charts
- **Email Communication:** Experienced in handling professional communication via Gmail, Outlook, etc.
- **Documentation:** Skilled in maintaining records, organizing documents, and formatting reports
- **Internet Research:** Competent in online information gathering and data retrieval
- **Basic Troubleshooting:** Familiar with basic system and software troubleshooting techniques

Professional Experience

April 2024 - PRESENT

Designation : Promoter
P&G Pvt. Ltd. (Smart Bazaar, Z Square Mall)

Responsibilities and Roles:

- Engaged with customers to promote P&G products, providing detailed information on features, benefits, and usage.
- Assisted in increasing product visibility by setting up displays and managing promotional activities.
- Conducted product demonstrations and sampling to drive customer engagement and boost sales.
- Managed stock levels and ensured proper product arrangement on shelves.
- Collected customer feedback and shared insights with the management team to optimize promotional strategies.
- Collaborated with store staff to ensure smooth coordination during promotional events.
- Maintained accurate sales records and prepared daily/weekly reports on product performance.

January 2023 – March 2024

Designation : Beauty Advisor
Body Cupid Pvt. Ltd. (Wow Skin Science)

Responsibilities and Roles:

- Advised customers on suitable skincare products based on their individual needs, skin types, and concerns.
- Demonstrated product usage and provided in-depth knowledge about ingredients and benefits.
- Assisted customers with personalized recommendations to enhance their skincare routines.
- Managed product displays, ensuring an attractive and clean presentation to maximize customer interest.
- Handled customer inquiries and complaints, ensuring a positive shopping experience and building customer loyalty.
- Tracked and reported daily sales, customer preferences, and product performance to help the team meet sales targets.
- Participated in training programs to stay updated on the latest skincare trends and product innovations.

November 2020 – December 2022

Designation : Cashier & Floor Manager
Golden Basket Retail Store

Responsibilities and Roles:

- Managed daily cashier operations, handling transactions accurately and efficiently.
- Supervised floor staff, ensuring proper customer service and smooth store operations.
- Monitored stock levels and coordinated with suppliers to maintain product availability.

Education

Degree/Course	Institute/College	University/Board	Passing Year
Bachelor of Arts in Economics (BA Economics)	K.B.P.G . College, Mirzapur	Mahatma Gandhi Kashi Vidyapith University	2022
12th (Math and Science)	Sushil Bal Vikas Niketan, Mirzapur, U.P.	U.P. State Board	2018
10th Board Exam	Sunita Girls High School, Mirzapur, U.P.	U.P. State Board	2016

Strengths

Willingness to Learn , Creativity in different area, Positive Attitude, Motivated, Self- Directed, Patient.

Personal Details

Date Of Birth : 24/04/2001

Gender: Female

Nationality: India

Marital Status: Single

Languages: Hindi, English.

Declaration

I hereby declare that all the information is true to the best of my knowledge .

Vaishnavi Gupta