

HARSH KHENI

Long Beach, CA 90815

✉ harshhareshbhai.kheni01@student.csulb.edu ☎ +1 5626099432

EDUCATION

California State University, Long Beach (CSULB)

Master of Science, Computer Science

Long Beach, CA

Jan 2023 – Present

Navrachana University (NUV)

B.Tech in Information Technology CGPA: 8.56/10

Vadodara, GJ

July 2018 – June 2022

EXPERIENCE

DMART, INDIA

Store Assistant Manager

Oct 2021 – Nov 2022

- Assist Manager with inventory management, placing order from supplier and ordering supplies.
- Training and guiding the cashier for order placing and cash/card payments.
- Customer assistance for feedback, complaint and return or exchange.
- Planning and assigning duties for interns and colleagues.
- Equipment checkup for maintenance every 15 days.
- Closing the store after safeguarding the cash in locker.

RELIANCE DIGITAL, INDIA

Inventory Management Lead

Jan 2021 – Aug 2021

- Order inventory from vendors.
- Inventory check-up for defect product.
- Supervising the inventory fill up for each product.
- Directing the work to team member.

SKILLS

- Customer Assistance
- Leadership
- Team Work
- Communication and Interpersonal
- Time Management
- Organized Planning
- Payment Collection
- Microsoft Office (Word, Excel, PowerPoint and Outlook)

LEADERSHIP AND ACTIVITIES

- Vice President, Computers@NUV Club, Navrachana University
- NuvKhelaiya Event Management Lead, Navrachana University
- Volunteer, TechNuvate Club, Navrachana University