

Deepali

[Deepali.247625@2freemail.com](mailto:Deepali.247625@2freemail.com)

**Professional Profile:**

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where i can go with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.

**Educational Attainment:**

* + School/College : Sydenham College Of Commerce $ Economics
  + Course/Degree : HSC Passed

**Computer Skills:**

* + - MS office ( Word, Excel, Power Point)
    - Email $ Internet Explorer

**Skills:**

* Excellent customer service skills.
* Strong communication skills.
* High level of accuracy and attention to detail.
* Good organization skills.
* Good knowledge about customer service.
* Good time management skill

**Working Experience:**

Sales associate in UAE in landmark group from 2014 Dec – June 2015. CARPISA

* Ensure the highest standards of Visual Merchandise and housekeeping are maintained in store at all times.
* Provide the highest standard of customer service by demonstrating excellent knowledge of products and services.
* Attainment of desired target by concentrating on extraordinary brands.
* Cashier and responsible for handing in the Daily Sales Reports to the Head Office.
* Receiving the goods delivery and displaying them.
* Giving the store manager a report about the fast moving products.
* High lighting the Top 20 sold products.
* Checking the sold products for the section and the store
* Inventory control, Stock transfer in/out and maintain the back store in order to bring the smooth functioning of stocks.
* Replenishing and merchandising items effectively, displaying the product with correctly priced and optimizing sales in order to reach company’s budgets and meet the goals.

**Professional Experience:**

* worked with BHANSALI $ COMPANY for 2 years
* worked with DELLA TECNICA for 1 year

**Duties And Responsibilities:**

* Answer phones and operate a switchboard
* Route calls to specific people
* Answer inquiries about company
* Greet visitors warmly and make sure they are comfortable
* call persons waiting for visitors and book them a room to meet in.
* Schedule meetings and conference rooms.
* Ensure reception area is tidy.
* Coordinate mail flow in and out in office
* Coordinate office activities.
* Hand out employee applications.
* Send email and faxes.
* Perform basic book keeping ,filing and clerical duties

**Personal Data:**

* Date of Birth : August 21,1991
* Nationality : Indian
* Religion : Hindu
* Marital status : Single
* Languages :English, Hindi, Marathi

**I hereby certify that the above information mention is true and correct to the best of my knowledge and belief.**