****ANUPAMA**

**ANUPAMA.329042@2freemail.com**

**CAREER OBJECTIVES**

To pursue a responsible and challenging career in reputed organization with professional environment and good career growth contributing with the best of my ability. Enjoy motivating and establishing rapport with everyone.

**KEY SKILLS**

* Extensive business contacts with High net worth individuals and good knowledge of Indian market with an ability to communicate effectively at different levels of intellect.
* Extremely effective in utilizing resources, improving processes and accomplishing the goals and objectives set by the management.
* Open minded, flexible, adaptable personality with decision making and problem solving skills.
* Customer centric approach ability to work under pressure and meet deadlines.

**PROFESSIONAL EXPERIENCE SUMMARY**

 Hako Sushi Japanese Restaurant

**March 15, 2016 up to present**

**Cashier Supervisor**

**Dubai, UAE**

* Handling all accounts, POS report, invoice recording, & compiling.
* Answering phone calls & sending an email.
* Operational concern, staff handling & customer relation & complaints.

 Vishal Mega Mart

**Sales Executive**

**May 2014 to April 2015**



Sahara Group of Finance

**Sales Executive**

**March 2011 to August 2013**

- Identifying potential customers and advising clients on products and services and encouraging prospects to apply for account opening and insurance policies.

- Obtaining documents, disclosures and other forms in accordance with regulatory and company guidelines.

- Preparing the file and forwarding the same to AMO for the further processing.

**PERSONAL STRENGTH**

* Positive attitude with honesty and integrity.
* Self-motivated individual with good communication skills, an ability to learn new things quickly and works as a team.

**ACADEMIC QUALIFICATION**

* Graduate (B.A) from Hemwati Nandan Bahuguna Garhwal University in 2007.
* Intermediate from Vidhalaya in 2002.
* High school from Kendriya Vidhalaya in 2000.

**OTHER QUALIFICATION**

* Fashion designing from SAFT (School of Arts and Fashion Technology)

**ACHIEVEMENTS**

* Best designer
* Senior Secondary National Level Runner in Table Tennis.
* Sports school captain
* Winner of cluster meet in Table Tennis

**TECHINICAL SKILLS**

* MS Word, Excel, Power Point and Outlook.
* Fashion Designing,
* Personality grooming skills.

**PERSONAL DETAILS**

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| --- | --- | --- |
| Date of Birth | : | 22nd January, 1985 |
| Visa Status | : | Employed |
| Language Known | : | English and Hindi |
| Nationality | : | Indian |

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

Anupama