**VEENISHA**

**VEENISHA.364006@2freemail.com**

**PROFILE:**

Seeking a position where I can utilize my strong communication, interpersonal, and Organization capabilities to become an efficient and productive associate for a career growth and advancement.

**ABILITIES:**

**SUMMARY OF SKILLS:**

* Conducting in-depth view of clients financial circumstances and future aims.
* Strong time management, organizational skills, and ability to multi-task and take direction from or work with multiple parties.
* Intermediate proficiency in MS Excel, with strong working knowledge of other MS PowerPoint and other MS Office software.
* Excellent communication and interpersonal skills.
* Experience handling cash in customer service retail environment.
* Capable of working in a fast paced environment and performing advanced financial calculations.
* Detail oriented, excellent time management skills and Office administration skills.
* Able to work effectively under pressure within extremely tight deadlines.
* Committed to the concept of ‘putting customers first’.
* Highly organized and analytical; keen aptitude for learning and applying various skills.
* Excellent communication skills; articulate and personable with special talent for relating easily to diverse group of individuals.
* Proven Management skills to ensure optimum productivity from team members.

### Work Experience

**Sales Representative March-June 2016**

**Rogers Telecommunication- Hamilton, ON, Canada**

* Managing calls, working with the customers to find their needs and selling Rogers by products.

**Office Manager: Immigration consultant June 2014-Jan2016**

**JAIN Overseas- Mississauga, ON , Canada**

* Properly directed inbound calls to help international students with admission procedure.
* Oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.
* Interview all clients and deal with all applications face to face and by post to ensure that the client is suitable.
* To manage the staff and help them with any difficulties on the job.
* To conduct seminars at different colleges and and help clients with their admission and visa procedure.
* To provide legal advice and prepare applications at different college.

**Customer Service: Sales Rep Part Time-April –June 2014**

**Vector marketing, Toronto, ON, Canada**

* Presenting Cutco products for sale direct to the consumer, through preset appointments.
* Filling and submitting customer orders.
* Identifying potential customers through personal referral and lead generation.
* Scheduling appointments.

**Cahier, Sandwich Artist Part Time- April-May 2014**

**Subway, Toronto, ON, Canada**

* Point of Sale system/cash register to record the order and compute the amount of the bill. Collects payment from guests and makes change.
* Cash-In Procedure- accounting for all forms of money, bread, etc., during the shift.
* Prepare food neatly, according to formula, and in a timely manner.
* Adhere to proper food handling, safety and sanitation standards during food preparation, service and clean up.
* Paperwork duties.

**Tutor Part Time- Aug2011-july 2012 Mangal Murti Classes, Gujarat, India**

* Facilitate students to comprehend and apply the newly learned content intelligently.
* Interpret and implement the teaching-learning guidelines.
* Assist and train students in developing appropriate study skills.
* To keep up-to-date all email, telephone and other informal contact with students.

**Intern: Learning overall view of a Company May 2012**

**BRIJ CHEMICALS LTD, India**

* Summer placement with Brij Chemicals ltd.
* Marketing analysis of bitumen & it’s by products along with its financial aspects of production.

**GUJARAT STATE FERTILIZERS & CHEMICALS LTD,India June 2012**

* Worked as an intern - in HRM finance & marketing department
* Overview of the company

**EDUCATION :**

**International Business Management 2014**

Seneca College, Toronto, ON, Canada

* Demonstrated solid written and documentation skills a
* nd the ability to deliver results on time and within cost constraints.
* Gained a broad understanding of Business Management issues, administrative documentation and business case analysis.
* Learned exceptional skill in multi-tasking, organizing and communicating.

**Bachelors in Business Administration (BBA) 2011-2013**

Maharaja Sayajirao University (MSU) , Vadodara, India.

* Developed practical, managerial, communicational skills and business decision-making capability.
* Incorporated training and practical experience, in the form of case projects presentations, internships, industrial visits, and interaction with experts from the industry.
* Prepare corporate & individual income tax returns.
* Learned to design and implemented transition from paper to a fully integrated computer accounting system.

**Languages:** English, Hindi, Gujarati, Punjabi.

**References:** Upon Request