**CURRICULUM VITAE**



**Name :** Saakin

**Email ID :** saakin.378037@2freemail.com

**C/o-Mobile No. :** +971 505891826

**Date of birth** : 25th November 1996

**Nationality :** Indian

**Marital Status :** Single

**Languages known:** English and Hindi

**Visa Status :** Tourist visa

# PROFILE SUMMARY

I completed my Bachelors Degree from Mumbai University with major in Marketing. Also have work experience in HR Department, Data Entry and Retail sector. I also possess basic computer skills along with knowledge of MS Office.

# EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **School/ College** | **Board/ University** | **Year of Passing** | **Percentage** |
| T.Y.B.M.S.(Bachelor of Management Studies) | K.P.B. Hinduja College of Commerce | Mumbai University | 2017 | 68.57 |
| H.S.C | K.P.B. Hinduja College of Commerce | Mumbai University | 2014 | 75.54 |
| S.S.C. | St. Mary’s High School | Maharashtra State Board | 2012 | 78.91 |

**PROFESSIONAL EXPERIENCE**

**Bestseller (India): Fashion Consultant May 2017 to November 2017**

* Contribute towards merchandising and keeping the ambience in accordance with the brand standards and guidelines.
* Good operation experience – receiving stock, cash handling, billing etc.
* Provide professional fashion advice to individual customers

# Prime India Insurance Brokers (India): Account Executive October 2016 to January 2017 (as a part timer)

* Quality checking of proposal forms.
* Data entry in MIS.
* Dispatching documents and cards.
* Attending customer complaints.

# Hamleys (India): Fun Consultant

**April 2015 to August 2016 (as a part timer)**

* Assisting customers and helping them to find the right product suitable as per their need.
* Visual merchandising.
* Ensure everyday targets are met.
* Contribute in achieving store KPI.
* Follow store policies and guidelines while converting potential customers to sales.

# Soundlines Consultancy (India): Assistant HR March 2014 to May 2014 (3 months summer job)

* Assisting the HR in talent acquisition and recruitment processes.
* Provide support to employees in various HR related topics.
* Assist the clients in their travel requirements.

# ADDITIONAL SKILLS

* Basic Computer Skills along with knowledge of MS-Office
* Ability to prioritize and handle multiple tasks in an organized professional manner.
* Willing to learn, accept new challenges and responsibilities.