

RESUME

ROSHNI MISHRA
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Objective:-

I aspire to be part of an organization that provides me an opportunity to work in a challenging team, oriented environment where I can apply my experience and knowledge to the organization at the same time learn & enhance my skills.

Technical Skills:-

Operating System:	Window XP/7/10/2014/2018
Application Software:	M.S. Office 2014,2018, MS-Office (Word, Excel, Power point)
Networking:	Internet Networking

Personality Traits:-

- Excellent Communication skills in written and verbal both
- Good telephone manner and client interface skills
- Work effectively in a team
- Interacting in new things

Qualification:-

- Pursuing B.A Programme from Delhi University
- 12th from CBSE in 2019
- 10th from CBSE in 2017

Work Experience:-

- Worked with M/s Double Hand (NGO) from August 2019 to January 2020 as a sales executive
- Worked with M/s PC Jewellers from January 2021 to December 2022 as a sales executive

Job Profile:- Interaction with customer, providing them the details of the products

- Arranging sales visits with prospective clients
- Maintaining proper sales and performance records
- Participating in trade exhibitions, conferences, etc.
- Achieving sales targets

Personal Details:-

- Father's Name: Mr. Tribhuwan Mishra
- DOB: 15.12.1997
- Nationality: Indian
- Language Known: Hindi & English
- Marital Status: Unmarried

Declaration:-

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

(ROSHNI MISHRA)