



JITEN PRASAD GUPTA

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Sharjah, UAE

Date of birth: 21-06-1988 / Nationality: Indian

Passport No: P0220170 Valid: 08/07/2016 – 07/07/2026

VISA: 201/2023/11401690210 Valid: 09/12/2023

Skills

Prioritisation and time management
Developing presentations
Meeting support
Social media knowledge
Inter-office communications
Microsoft Office proficiency
Office administration
• POS software expertise
Database maintenance
Preparing contracts
Data entry
Filing experience
Office staff leadership
Payroll processing
Expense tracking

Education

04/2010
Kalimpong Government College I Kalimpong, India
Bachelor of Arts: Arts

Languages

English: Advanced

Hindi: Advanced

Nepali: Advanced

Bengali: Beginner

Professional summary

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Sales Associate position. Ready to help team achieve company goals.

Work history

11/2018 – 07/2023

Vivek Raj and Associates ISiliguri, India

Office executive

Greeted customers promptly and professionally, providing friendly, knowledgeable assistance.
Responded to telephone enquiries from clients, vendors and members of public.
Maintained tidy reception area to provide visitors with positive first impression of company.
Supported executive leadership and office staff by managing operational workflow.
Registered visitors, guests and contractors upon arrival, providing access passes.
Verified documents and associated records to catch and resolve discrepancies.
Assisted with payroll operations, tracking time cards and verifying hours for office employees.

09/2015 - 03/2018

Hotel Ava Inn Darjeeling, India

Hotel waiter

Delivered efficient breakfast, lunch and dinner service at fast-paced fine dining restaurant, seating 4 guests.
Assisted customers with menu selection, offering knowledge of current special dishes and personal recommendations to build rapport.
Minimised send-backs, providing detailed explanation of preparation methods and ingredients used.

09/2013 – 08/2015

V-Mart ISiliguri, India

Retail sales associate

Drove sales results through building and maintaining strong and thoroughly updated client portfolio.
Assisted in timely, accurate completion of markdowns, re-tickets, and RTVs.
Exhibited awareness of loss prevention guidelines and complied with inventory control measures.

06/2011 - 06/2013

Firstsource Solution Pvt Ltd ISiliguri, India

Senior customer service associate

Handled requests with friendly, knowledgeable service and support, continually achieving positive customer feedback.
Recorded customer communications to maintain proper documentation.
Offered prompt solutions to maintain customer satisfaction.