



Rahmatunissa Shaikh

Phone: 7304608338

Email : shaikhtamanna699@gmail.com

Objective:

Dedicated and hardworking professional with excellent communication and convincing skills. Proficient in MS Excel, Tally ERP, and possessing strong computer knowledge, including impressive typing skills. Quick learner with a relentless focus on delivering quality work

Education:

High School Diploma (HSC Passed, 2021)

Sir Sayyed English High School, Mumbai

Work Experience:

. Sales Representative

Shreeji Mobiles, Mumbai

July 2021 - June 2022

- Provided exceptional customer service and achieved sales targets.
- Managed stock levels and enhanced store layout.

. Tally ERP Specialist

Shreeji Mobiles, Mumbai

August 2022 - August 2023

- Managed billing and invoicing with Tally ERP for accurate and timely invoices.
- Maintained inventory records, monitored stock levels, and ensured reordering as needed.

. Back Office Assistant (Telecalling)

Red Season Holiday Company, Mumbai

September 2022 – November 2022

- Conducted telecalling to promote company products and assist customers with inquiries.

Skills:

- Sales and Customer Service
- Tally ERP
- Microsoft Excel

Languages:

- English (Proficient)
- Hindi (Native)