



Rahmatunissa Shaikh

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Objective:

Hardworking and smart professional dedicated to excelling in every task with unwavering effort and commitment.

Education:

High School Diploma

Sir Sayyed English High School, Mumbai

Year of Graduation: 2021

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)