

ASHISH TANEJA (Master's Student)

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Professional Skills

Energetic and professional striving with an ability to work in an organized, systematic and fast-paced environment whereas, handle any kind of work pressure and manage various tasks and works with changing importance.

Core Skills

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|---------------------------|------------------------------|------------------------|--------------------------|
| • Business Administration | • Marketing Research | • Microsoft Suite | • Relationship marketing |
| • Concept Development | • Problem solving Management | • Visual Merchandising | • Customer service |
| • Sales Management | • Inventory management | • Photoshop Cs6 | • Call handling |
| • Receptionist | • Cash handling | | |

Work Experience

Express Market (Sales-person Consultant), Lithuania , Kaunas

February 2019 – Present

Key responsibilities

- Customer service at the box office
- Working with cash, bank cards
- Adding goods to the shelves
- Ensuring the freshness and quality of food products
- Store management support

Maisto Bankas / Lithuanian food bank (Volunteer), Lithuanian , kaunas

Novemeber 2018- present

Key Responsibilities

To check the food quality where it is bad or good and arranging them in the proper section. According to their proper areas and setting the boxes in their proper area.

Puma store (Sales Representative), Delhi , India

January 2018 – June 2018

Key responsibilities

Sell retail products, goods, and services to customers.

An Associate Concern of Lucent Advisors India Ltd. (Office Assistant) , Delhi, India

May 2017-October 2017

Key responsibilities

Handle organizational and clerical support tasks. Whereas, I have organized files, scheduling an appointments, writing copy, proofreading, receiving guests and more, depending on the company and its needs.

RKJ Services , (Accountant) ,Delhi ,India

October 2016 - March 2017

Key Responsibilities

Prepares asset , liability , and capital account entries by compiling and analyzing account information of the clients.

Education and qualification

Vilniaus universitetas / Vilnius University , Kaunas Faculty

Master's degree , International Business Management (present - 2018)

Grover computer Center , Delhi, India

Professional Certificate in Microsoft office ,fundamental , Internet

August 2015 – July 2016

Bharathiar University , Coimbatore , India

Bachelor's of Business Administration,

August 2012- June 2015

S.D Public School , Pitampura, Delhi, India

Central board of secondary Examination, General Studies

Till March 2012

Certification course

- Business management certificate (Educomp Raffles / Board of Educomp Higher education limited)
- Marketing service industry certificate (Educomp Raffles / Board of Educomp Higher education limited)

Languages

English full proficiency level , French A2 level and Lithuanian Average level