# KARMVEER SAINI

Rohtak, Haryana 124001

+91 8053565392 sainik925@gmail.com

# *PROFESSIONAL SUMMARY*

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with trach record of driving increased sales, improving buying experience and elevating company profile with target market.

# *SKILLS*

* Guest services
* Inventory control procedures
* Merchandising expertise
* Loss prevention
* Cash register operations
* Product Promotion

# *COMPUTER SKILLS*

* OS- WINDOW-7, WINDOW-8, WINDOW-10
* GOOD TYPING SKILLS
* MS OFFICE
* KNOWLEDGE OF NET SUFING

# *WORK HISTORY*

**RESOURCE INFOSOFT INC**

*US IT RECRUITER | NOVEMBER 2019- Present*

* Drove operational improvements which resulted in savings and improved profit margins.
* Monitor the system for equipment failure or errors in performance.
* Monitoring and follow-up till final selection.
* Monitored social media and online sources for industry trends.

**TEKBIZ SOLUTIONS LLC**

*IT BENCH SALES | OCTOBER 2018- SEPTEMBER 2019*

* Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
* Increased customer satisfaction by resolving issues.
* Monitored social media and online sources for industry trends.
* Maintained excellent attendance record, consistently arriving to work on time.

**BHASKAR DEFENCE ACADEMY**

COMPUTER OPERATOR/ DATA ENTRY/ JANUARY 2017- AUGUST 2018

**Expertise**

* Data Entry and Order Processing
* Spreadsheet and Database Programs
* Invoicing and Inventory Systems
* Purchasing, Shipping and Receiving Operations
* Account Records Management
* Document Storage and Cloud-Based Systems

# *PERSONAL DETAILS*

Father Name – Sh. Shyam Lal Saini

Mother Name – Smt. Sarla Devi

Date of Birth – 10-03-1995

Nationality – Indian

Marital – Unmarried

# *EDUCATION*

**10TH**

Saini High School, Rohtak – 2010

**12th**

Saini Sr. Sec. School, Rohtak – 2012

**B.sc**

Maharishi Dayanand University – 2017

**Hartron**

Rohtak