

Shahinoor Mandal

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Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

Receptionist
10-03-2022 - 08-04-2024
Delux Enterprise
I'm responsible for maintaining record and database,
Responding emails, Answer quires by employees and clients, Perform another relevant duties when needed.

Sales executive
19/8/24 - 20/11/24
Wasan toyota
I was a sell excutive I'm responsible for promoting and selling a company's product or service, building and maintaining client relationships and achieving sales targets.

Education

Course / Degree	School / University	Grade / Score	Year
High School	NKES High School	60%	2019
Junior College	NKES junior College	69%	2021
Bachelor In Management Studies	Mumbai University	70	2024

Skills

Multi tasking

Client relationship

Motivated and dedicated

Languages

English

Hindi

Marathi