

MUSKAN MAVANI

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Bromley, London

I am a forward-thinking and ambitious business management undergraduate with over two years of experience in sales, customer service and hospitality. My key interests are graphic designing, data handling, and customer management. These qualities make me a versatile candidate for roles in customer service, sales, marketing. I possess effective communication skills, both verbal and non-verbal. Currently involved in voluntary roles, I'm looking to expand my skills by joining a team which aligns with my proactive and customer- focused approach.

EDUCATION

BSc Hons Business Management
UNIVERSITY OF BEDFORDSHIRE
2024 - PRESENT

A LEVELS
LAXMI INTERNATIONAL
2021 - INDIA
- Accounts
- Business management
- Informatics practice
- Economics
- English

SKILLS

- Management Skills
- Digital Marketing
- Leadership
- Customer service
- Communication
- Salesmanship
- Computer Proficiency
- Restaurant operation
- Video editing
- Team work
- Cash Handling

LANGUAGE

English, Hindi, Gujrati

EXPERIENCE

SALES AND MARKETING ASSISTANT MAY 2024 - NOV 2024

TECH GEEK, UK

- Engaged with customers to provide tailored product recommendations.
- Supported marketing campaigns through market research and promotions.

WAITRESS JUNE 2024 - JULY 2024

SHRILALITHA RESTAURANT, UK

- Provided efficient table service in a busy dining environment.
- Supported teammates and ensured smooth operation during peak hours.

SALES ASSOCIATE JAN 2023 - NOV2023

EDIFICE THE MALL, INDIA

- Delivered excellent customer service and maintained organised displays.
- Achieved sales targets and executed store promotions.

INVENTORY AND EXCEL ASSISTANT JAN 2022- DEC 2022

RF ENTERPRISE, INDIA

- Managed stock records and performed data entry using Microsoft Excel.
- Coordinated with suppliers to ensure timely restocking and smooth

MANAGER NOV 2020 - NOV 2021

DINNER POINT RESTAURANT

- Led daily restaurant operations and maintained high customer service standards.
- Created content and run marketing initiatives to increase revenue.

REFERENCES AVAILABLE ON REQUEST