



HARSH SAINI

Customer Service Representative

About me

Strategic thinking and proactive professional with a diverse skill set in English communication, sales, customer service, and business operations management, I bring a tech-savvy and adaptable approach to my work. With expertise in driving both heavy vehicles and two-wheelers, I showcase versatility and reliability.

Known for being confident, hardworking, and an active learner, I am passionate about embracing challenges, acquiring new skills, and driving continuous improvement in all areas of my work.

CONTACT

- Sharjah, UAE
- +971-562346387
- longia9121@gmail.com

PERSONAL DETAILS

- Date Of Birth : 09-Dec-2001
- Passport Number : W1097423
- Visa Status : Own Visa
- Marital Status: Single

SKILLS

- Decision Making
- Relationship Building
- Staff Development
- Learning ability
- Operations Management
- Confident
- Multitasking
- Achievement Oriented
- Excellent Communication



WORK EXPERIENCE

Operations Executive ~ Prowess Institute (August 2023-October 2024)

- Managed daily institute operations, ensuring smooth workflows and efficiency
- Handled student inquiries, admissions, and fee collection with accuracy.
- Maintained records, schedules, and operational documents.
- Supported sales, marketing, and enrollment processes.
- Utilized MS Office for reports, presentations, and data analysis.
- Ensured compliance with policies and identified areas for process improvement

Sales ~ Reliance Smart Point (February 2024- August 2024)

- Assisted customers with product selection and provided excellent service.
- Achieved sales targets through promotions and effective selling.
- Handled cash transactions and maintained daily sales records.
- Manage inventory and ensured product availability as well as stayed updated on product knowledge and market trends.
- Collaborated with the team to improve store performance.



EDUCATION

Graduation ~ Regular Bachelor of Art (September 2020-December 2023)

GMN College (Kurukshetra University)- Ambala, Haryana, India
Marks : 70%

Senior Secondary (April 2019-July 2020)

Police DAV Public School ~ Ambala, Haryana
Marks : 65%

Matriculation (April 2017-March 2018)

Police DAV Public School ~ Ambala, Haryana
Marks : 65%



LANGUAGES

English

Hindi

Punjabi