



## KAVITA GANGWANI

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Dubai (U.A.E), Dubai.  
United Arab Emirates

### Personal Details

Date of Birth: 10-05-1997

Gender: Female

Marital Status: Married

Nationality: India

### Visa Details:

Visa Status : Spouse Visa  
(Husband Visa)

### Education:

- ❖ Bachelors of Commerce  
(B.Com) Gujarat University  
/ Gujarat / 2017
- ❖ Board of Secondary  
higher Education  
High School,  
Ahmedabad /  
Ahmedabad / 2014

### Languages Known

- ✓ English
- ✓ Hindi
- ✓ Gujarati
- ✓ Sindhi

### Skills:

- ✓ Microsoft Office  
package
- ✓ Customer Service
- ✓ Work under  
pressure

## ABOUT ME

Want to work as an asset of the organization and starve continuously for GROWTH. SELF. DEVELOPMENT and SUCCESS: An effective communicator, interpersonal skills strong analytical Problem solving and Organizational Abilities Possess a Flexible & Detail oriented attitude.

## WORK EXPERIENCE

### Senior Sales Associate –AL YASRA Fashion –Dubai Mall –Dubai /June 2024 – Dec-2024

Ensure that each customer who enters the store is properly greeted  
Direct customers as needed  
Acquire product knowledge and use it to assist customers by answering questions about any given item's features and benefits  
Assist management with price comparisons used for purchasing decisions  
Conduct product transactions  
Assist with customer returns as needed

### Sales staff GMG (Nike Beacon Store) Dubai Mall /Nov 2022 Oct 2023

Maintain working relationships with existing clients to ensure that they receive exceptional service and to identify potential new sales opportunities  
Achieve sales goals by assessing current client needs and following a defined selling process with potential buyers, often including product demos and presentations  
Coordinate with other sales representatives to ensure that quotas are being met and company standards are being upheld

### Receptionist & Admin Cosmos Insurance Brokers LLC/Oct 2021 Feb 2022

Greet and welcome guests as soon as they arrive at the office  
Direct visitors to the appropriate person and office  
Answer, screen and forward incoming phone calls  
Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)  
Provide basic and accurate information in-person and via phone/email

### Sales Associate Landmark Group (Max Outlet Ibn Battuta Mall) Sep 2019 Sep 2021

### Sales Staff APPAREL GROUP-R & B Brand / Sep 2017 Jun 2019

Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.  
Operating cash registers, managing financial transactions, and balancing drawers.  
Achieving established goals.  
Directing customers to merchandise within the store.

## DECLARATION

I hereby declare that all the above mentioned information is correct to the best of my knowledge and belief and I bear the responsibility for the correctness of the abovementioned particulars

**KAVITA GANGWANI**