

Rishiba Behal

FRESHER

Professional, energetic, , reliable and adaptable graduate with excellent communication skills , attention to details , and passion for building impactful customer relationships. Knowledgeable and hands on learner .Ready for practical experience and eager to contribute my analytical skills as well as dedication to a dynamic company .



✉ behlrishiba@gmail.com

☎ +916283375952

📍 17/138 Bania Gali , Subhash Chownk, Kapurthala ,Punjab 144601, India

EDUCATION

Bachelor of Commerce (68.4%)

Guru Nanak Dev University

09/2021 - 07/2024

Amritsar ,Punjab ,India

12 th Commerce (94.5 %)

DIPS KAPURTHALA (CBSE)

Kapurthala , Punjab , India

10 th (95 .4 %)

Little Angels Co - Ed School (CBSE)

Kapurthala , Punjab , Punjab

WORK EXPERIENCE

SALES ASSOCIATE

LENSKART

03/2025 - 06/2025

KAPURTHALA, INDIA

Understanding customer needs: Asking questions and actively listening to identify what the customer is looking for. Recommending products: Suggesting appropriate items based on customer needs and preferences. Providing product information: Explaining features, benefits, and usage of products. Handling inquiries and complaints: Addressing customer questions and resolving issues in a professional manner.

Achievements/Tasks

- Processing sales transactions: Handling cash, credit card payments, and other forms of payment accurately. Issuing receipts and refunds: Providing proper documentation for purchases and returns. Meeting sales targets: Working towards individual and team goals for sales volume. Promoting sales and special offers: Informing customers about current deals and promotions. Store Operations: Maintaining store appearance: Keeping shelves stocked, displays organized, and the store clean. Managing inventory: Restocking items and assisting with inventory management

Contact: 6283375952

SKILLS

Programming- MS Word , MS Excel , Powerpoint

communication proficiency

effective listening skills

data analysis

customer service skills

adaptability

CERTIFICATES

Certificate in Computer Applications
(10/2024 - 12/2024)

IELTS (7 BANDS)

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

INTERESTS

Joining professional associations

Participating in public speaking

Travelling for cultural experiences

Reading

Zumba and Yoga