

# ASHMITA DASH

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## Professional Summary

Looking forward for challenging environment and be a part of progressive organization that gives a scope to enhance my knowledge and utilize my skills towards the organization. Engaging and personable with the ability to oversee business tasks and meet deadlines.

Sharp individual with more than 1 year working as a Senior Representative for Concentrix as OnePlus being client. Determined and experienced in various areas, including [customer support and training](#), and ready to help grow a new employer's success.

## Skills

- Relationship building
- Customer Relations
- Photoshop
- Communication and Interpersonal Skills
- Multitasking and Time Management Skills
- Coordination

## Work History

### Senior Representative

07/2020 to Current

Concentrix – Bengaluru, India

- Resolved issues through careful research and follow-up with customers.
- Interacted with customers regularly to maintain and enhance relationships.
- Trained newly hired employees on company policies and procedures regarding diverse situations.
- Developed and maintained positive customer relations and coordinated with team members to properly handle requests and questions.
- Provided basic technical support resolving issues for clients on variety of company products.

### Client Relationship Executive, Social Media Expert

05/2019 to 06/2020

Tailorman – Bengaluru, India, India

- Inside Sales/Client Relationship/ Social Media Tailorman (Company Name - Camden Apparel, Understand customer needs and requirements and route qualified opportunities to the appropriate team for further development and closure.
- Increase customer base and create brand awareness through brand communication via Social Media Platform - Answering potential customer's questions and sending additional information.
- Source new sales opportunities through inbound follow up leads and outbound calls.
- To reach out to leads in order to convert them as our Potential customer.
- Flexibility and adaptability.

## Education

### PostGraduation Diploma: Fashion Communication

08/2019

JD Institute of Fashion Technology - Bengaluru

### BSc in Fashion Design: Fashion Design

05/2017

LISAA School of Fashion Design - New Delhi

### High School Diploma

05/2011

Sri Chaitanya Techno Schools - Visakhapatnam

## Languages

### English



### Telugu



### Hindi



### Bengali

