



GYAN RAI

ADMINISTRATIVE/COMMUNITY MANAGER

To work with an organisation where can learn new skill and increase my abilities for the organisational goals as well as my self

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Uttar Pradesh
Noida,Dsv Residency

Experience

Fresco Global Pvt Ltd
2017 - 2020

Executive

Customer handling and floor management retail sales

Indijewls Fashion India Pvt Ltd
2021 - 2022

Sr Executive

Floor management, staff Handling, make daily sale report, report to superior, staff briefing, billing

ABL Work Space Pvt Ltd
2022 - 2023

Community Manager

Schedule appointment of md vendor management event management staff roaster

Education

UP Board
2009 - 2011

High School

UP Board
2011 - 2013

Intermediate

Veer Bahadur Singh Purvanchal Univercity
2013 - 2016

Graduate

Other Info

Skills

Ms Excel Ms word

Languages

Hindi English

Interest

reading books

Others

Adminstration and make Appointment staff Handling floor management

