



Shreya Gangurde

Assistant

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Languages

English

About

With a proven track record in fast-paced retail and food service environments, I excel at customer service, product knowledge, and creating appealing displays. My experience includes effectively handling customer queries, maintaining high standards of professionalism, and adeptly managing stock and checkout areas to ensure seamless operations.

BRANDS WORKED WITH

Coombe

Horton Dental Practice

SOS! SEN

Experience

● Food and beverage assistant

Signature | Nov 2022 - Now

Signature - Coombe Hill Manor, Greater London

Served meals and drinks with professionalism and skill, maintaining high presentation and quality standards.

Laid tables with appropriate cutlery, crockery and condiments to agreed standards.

Greeted customers, presented menus and shared information about available special items.

Demonstrated respect, friendliness and willingness to help wherever needed.

Employed strong interpersonal skills to handle queries relating to menus, allergies and restaurant services.

Maintained clear communication with guests and kitchen staff for smooth service delivery.

Comfortable interacting with people with disabilities including dementia, mobility issues, bipolar disorder

Aware of rules and regulations regarding hygiene, health and safety

● Work Placement

Horton Dental Practice | Feb 2023 - Apr 2023

Gained a better understanding of the dental profession and adapted to the high level of professionalism

Greeted patients and provided appointment-related forms and paperwork.

Mastered support duties for commonly practised dental procedures.

Prepped patients and mastered instrument hand-offs to assist dentist during routine appointments.

Obtained dental x-rays using traditional and digital methods.

Delivered high level of support, service and care to large dental practise that averaged 40 patients per day.



● Shop assistant

SOS! SEN | May 2019 - Aug 2021

Guaranteed high levels of customer satisfaction through product knowledge and attentive service.

Organised displays to promote inventory and encourage customer purchases.

Guided customers to locate products or alternative items.

Organised stock and checkout area proactively between serving customers to maintain orderly shop floor.

Resolved customer complaints and process issues with proactive problem-solving skills.

Prepared products for sales floor, steaming and presenting items immaculately for appealing displays.

Tagged products quickly and accurately with price tags and stickers.

Education & Training

2017 - 2024 ● Nonsuch High School for Girls
GCSEs,