



Jeevita P

Intern

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Languages

English

About

With experience as a Sales Assistant at Marks and Spencer Foods, I've honed important shop floor skills, including stock organisation and till operations. Proficient in digital tools, I contribute to an efficient, customer-focused retail environment, displaying flexibility and adaptation across various store sections.

BRANDS WORKED WITH

- Deccan Chess Academy
- Marks and Spencer Foods (Christmas)
- Sonali Interiors
- Zero40 Brewing

Experience

● Customer Assistant (Part-Time)

Marks and Spencer Foods (Christmas) | Dec 2023 - Jan 2024

Experienced customer assistant at Marks and Spencer during the holiday season. Proven track record in diverse shop floor roles, including tills, stock organization, and date checking. Demonstrated ability to work across store sections efficiently, ensuring tasks are completed accurately and within deadlines. Possess comprehensive knowledge of customer shopping channels, strong product expertise, and proficiency in digital tools. Keenly atuned to commercial operations, I adapt efectively to change, contributing to a seamless and customer-centric retail environment.

● Program Coordinator (Part-Time)

Deccan Chess Academy | Aug 2021 - Dec 2023

As a proactive program coordinator, I oversaw the academy's operations, facilitated training sessions, and managed event logistics. I showcased my creative skills by crafting engaging content for newsletters, posters, and flyers, efectively promoting the academy on multiple social media platforms. Additionally, I analysed data to implement strategic improvements and adeptly managed Instagram, Facebook, and Twiter accounts, bolstering the academy's online presence and community engagement.

● Intern

Sonali Interiors | Jun 2020 - Aug 2022

As an active participant in client meetings, I assessed needs and skilfully created drawings to fulfil their requirements. My role encompassed overseeing various projects, specializing in kitchen and bathroom remodelling, while ensuring cost-efective measures for enhanced efficiency and profitability. Additionally, I played a key role in selecting suitable fabrics and materials aligned with clients' preferences, while collecting crucial customer data to identify trends, aiding in informed business planning.



● Intern

Zero40 Brewing | Jun 2019 - Aug 2019

Conducted thorough market research to identify target markets, assess market conditions, understand customer behaviour, and analyse competitors. I played an active role in product training and marketing eforts, equipping myself with in-depth knowledge of the product. Leveraging data analysis, I developed and implemented efective business strategies. Additionally, I successfully managed social media accounts across Instagram, Facebook, and Twiter, while efficiently coordinating various events to drive organizational success.

Education & Training

- 2024 ● **Middlesex University**
Master of Arts,
- 2018 - 2021 ● **ICFAI University**
Bachelor of Business Administration,
- 2016 - 2018 ● **BIPC, Narayana junior college**
A-Levels,,
- 2015 - 2016 ● **SSC. Narayana Olympiad School**
GCSEs,,