



Komal Sharma

Sales assistant

📍 London, UK

[Portfolio file](#)

[View profile on Dweet](#)

Languages

English (Fluent)

Hindi (Native)

Urdu (Basic)

Panjabi (Basic)

About

Enthusiastic Individual with strong engagement and relationship-building skills. Helping and working towards to reach goals and targets. Utilizes excellent organizational skills to enhance efficiency and lead to achieve outstanding results.

BRANDS WORKED WITH

IFB AUTOMOTIVE PVT, LTD

Shree Laxmi Steels

United colours of Benetton

Experience

● HR Assistant Trainee

IFB AUTOMOTIVE PVT, LTD | Apr 2023 - Jun 2023

- Used outstanding time-management abilities to consistently complete work within assigned deadlines.
- Offered assistance throughout recruitment processes.
- Communicated clearly and professionally with staff and customers.
- Helped HR team build and maintain company contemporary company culture focused on recruiting and supporting top talent.
- Recorded appointments and meetings in office diaries for clear, up-to-date calendars.
- Worked well under pressure to deliver positive, professional HR support.
- Posted job listings across various platforms and social media channels to increase talent pools.
- Kept candidate records updated with current details from posting enquiries.
- Reviewed HR documentation and handbooks regularly and completed timely updates.

● Sales Assistant

United colours of Benetton | Dec 2022 - Mar 2023

- Increased sales and improved customer satisfaction by providing attentive, personalized client services.
- Provided helpful, attentive sales support to generate positive customer feedback.
- Addressed and resolved complex customer complaints in a calm, efficient, and friendly manner.
- Processed card payments during busy shopping periods to minimize customer waiting times.
- Explained products' benefits and value, engaging customers in new stock to drive sales.
- Cultivated excellent customer relationships by providing helpful, friendly and attentive service.
- Liaised with customers to determine needs, provide recommendations and upsell services.

● Administrative Assistant

Shree Laxmi Steels | Apr 2021 - Jun 2022

- Coordinated communications between various departments to schedule meetings and keep company informed on critical matters.
- Performed administrative tasks, document management and report development for inter-departmental use.
- Directed incoming mail, interoffice messages, and packages to office recipients.
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.
- Handled client correspondence and internal communications in professional manner.
- Planned office events by reserving venues, communicating schedules and coordinating setup.

● Intern

Shree Laxmi Steels | Jan 2021 - Apr 2021

- Executed administrative tasks under managerial supervision to optimize workflow.
- Supported meetings by preparing materials, setting up spaces, and taking notes.
- Shadowed daily activities of office staff to gain an understanding of the scope of work.
- Inputted key metrics on spreadsheets to maintain updated information.
- Collaborated with management and team members on end-to-end project needs, organising materials, facilitating communication and proofreading work.
- Registered information on database to preserve accurate details.
- Researched latest trends to keep abreast with new products and features.

Education & Training

- 2022 - 2023 ● **University of Westminster**
Master of Arts,
- 2018 - 2021 ● **GD Goenka University**
Bachelor of Science,