

MEHAKLEEN KOUR

Kanispora, Baramulla, Jammu Kashmir
(+91) 8082856089 — mehakkour425@gmail.com

EDUCATION

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| Women's Degree College Baramulla BCA | 2024 Kashmir University |
| Girls Higher Secondary School Baramulla 12th (JKBOSE) | 2019 |
| Guru Nanak Dev Model High School Baramulla 10th (JKBOSE) | 2016 |

EXPERIENCE

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| Operations Intern, Cred Marg Technologies Worked in the operations department with responsibilities including process coordination, data management, and workflow optimization. Assisted in daily operational activities to ensure the smooth functioning of business processes and supported cross-team collaboration for efficiency. | 6 Months |
| Sales Executive, OVAM Handled business-to-business sales operations, including client prospecting, lead generation, and product presentations. Supported sales campaigns, managed follow-ups, and maintained client records. Developed communication, negotiation, and customer relationship management skills to achieve sales targets. | 3 Months |

SKILLS

Technical: MS Excel, MS Word, Canva, Google Sheets, Aisensy
Soft Skills: Communication, Teamwork, Adaptability, Problem-Solving, Time Management

CERTIFICATIONS

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| Software Application — SCVT, ITI Baramulla Gained hands-on experience with Microsoft Office tools (Word, Excel, PowerPoint), Google Suite, and basic computer operations. Developed skills in document formatting, data handling, presentations, internet usage, and productivity software to support office and business tasks efficiently. |
| Sales Associate — NSQF Level 4 (MSDE, Govt. of India) Certified under National Skill Qualifications Framework (NSQF) Level 4 by the Government of India, Ministry of Skill Development and Entrepreneurship at Chinar 9 Jawan Club. Trained in retail operations, customer service, sales techniques, inventory management, and effective communication. Acquired skills in handling POS systems, promoting products, and assisting customers to ensure a positive shopping experience. |

EXTRA-CURRICULAR

- Sports — Hockey**
- Represented team in **Under-15 Hockey** at the Memorial Hockey Tournament (2015).
 - Participated in **Hockey** events at Kashmir University (2022).

GENERAL

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| Gender | Female |
| Date of Birth | 15 March 2001 |
| Languages | English, Hindi, Punjabi |