

# NEELAM VISHWAKARMA

[+91 8421427520](tel:+918421427520)

[neelamvish29@gmail.com](mailto:neelamvish29@gmail.com)

Samarth Nagar, New Sangavi, PCMC  
Pune 411027 Maharashtra

## CAREER OBJECTIVE

Seeking to apply creativity and analytical skills to contribute to a dynamic team and drive brand growth.

## EDUCATION

- 2024- Present, PGDCA from Indian Institute of Skill Development Training, Pune (Online).
- 2022-23, B.Sc. Home Science from APS University, Rewa, M.P.
- 2020, 12<sup>th</sup> from Maharashtra state board, Jalgaon, M.H.
- 2018, 10<sup>th</sup> from Maharashtra State board, Jalgaon, M.H.

## WORK EXPERIENCE

**Cashier | Zara, Inditex, Bengaluru**

*September 2023 - January 2024*

- Handled cash transactions efficiently and accurately.
- Assisted customers with their inquiries and purchases.
- Maintained a clean and organized work area while providing excellent customer service.

## COURSES & CERTIFICATIONS

- **Logistics - Supply Chain Management:** Lighthouse Communities Foundation, Pune 2024.
- **MSCIT**

## TECHNICAL SKILLS

- Microsoft Office
- Microsoft Excel
- Pivot Table
- Note Taking

## SOFT SKILLS

- Collaboration
- Flexibility
- Organization
- Patience
- Creative problem solving
- Communication skills

## ACTIVITIES

**Volunteered for Aspen Institutes USA – GOYN Convening Event** held in Pune Balewadi Stadium.