

Spongmay Khan

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Philadelphia | PA | 19145

EDUCATION

TEMPLE UNIVERSITY - Fox School of Business, Philadelphia, PA Graduation: May 2025
Bachelor of Business Administration
Major: Management Information Systems
Selected Courses: Digital Systems, Leadership and Organizational Management, Risk Management, Statistical Business Analytics

EXPERIENCE

BATH AND BODY WORKS, Philadelphia, PA October 2023 - Present
Store Associate

- Maintain a clean, organized inventory and curated displays of rotating seasonal products
- Meticulously handle POS system transactions including credit, cash, exchanges, returns, and refunds to ensure seamless and accurate cash flow
- Restock and organize new and existing merchandise for easy consumer access

ARDENE, Philadelphia, PA August 2023 - Jan 2024
Store Associate

- Delivered essential customer services to facilitate seamless item purchases
- Maintained a friendly and clean environment to uphold an appealing shopping experience
- Replenished merchandise and introduced new stock to maintain optimal product availability

BROWN'S SHOPRITE, Philadelphia, PA May 2022 - February 2023
Store Associate

- Accommodated specific needs based on purchased goods and customer inquiries for over 100+ customers daily in one of the largest supermarkets in the northeast
- Managed and organized stocked merchandise to ensure efficient inventory management and product availability
- Operated checkouts and self-checkout machines to assist customers with transactions

ACTIVITIES

Member, Mighty Writers September 2009 - May 2017

SKILLS

Software: Microsoft Word, Excel, Outlook, PowerPoint, OneNote, Google Docs, Sheets, Slides, Canva

Languages: Native Proficiency in Pashto, Intermediate Proficiency in Arabic