

Ani Basambakhyan

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Location: Los Angeles, CA (Montrose area)

Professional Summary

Motivated and detail-oriented business management professional with strong customer service and leadership experience in both retail and administrative environments. Proven ability to handle multi-tasking roles, manage teams, and provide excellent client support. Seeking an office-based role where I can apply my organizational and communication skills to support business growth.

Education

Glendale Community College, CA

Business Management & ESL Studies - Current Student

GCC Garfield Campus - Completed ESL foundation courses

Stepanavan State College, Armenia

Diploma in Business Management - 2019-2022

Graduated with honors in management studies

Stepanavan School No.3, Armenia

General Education - 2010-2019

Work Experience

Marshalls - Sales Associate (Montrose, CA)

October 2023 - Present

- Provide customer service and support in a high-volume retail setting
- Maintain organized inventory and assist with floor operations
- Collaborate with team members to ensure smooth daily operations

Miniso (Dalma Garden Mall, Yerevan, Armenia) - Sales Consultant

2021 - 2022

- Advised customers on products and provided tailored recommendations
- Maintained store cleanliness and promoted brand image
- Managed point-of-sale transactions and assisted in restocking

Wildberries Company - Stepanavan's Office Manager

2020 - 2021

- Coordinated daily administrative tasks and client orders
- Managed inventory records and ensured timely deliveries
- Communicated with partner companies and resolved operational issues

Skills

Office & Admin: File organization, data entry, scheduling, client communication

Customer Service: Personable, patient, and solution-focused

Teamwork & Leadership: Capable of guiding a team and working independently

Time Management: Punctual, reliable, and highly organized

Problem Solving: Able to handle challenges calmly and efficiently

Languages

Armenian: Native

English: Fluent

Russian: Intermediate

Technical Skills

Microsoft Office Suite: Word, Excel, PowerPoint

Google Workspace: Docs, Sheets, Gmail, Calendar

POS Systems & Retail Software: Proficient in sales systems

Typing Speed: 55+ WPM