# TABRAIZ

# [TABRAIZ.312180@2freemail.com](mailto:TABRAIZ.312180@2freemail.com)



***Retail Management Professional 10 years of Professional Experience***

A highly qualified and focused retail manager with 10 years of professional experience with International exposure in retail industry. Proven track record of managing retail sales, showroom procedures, staff management, promotion roles to maximize profits though minimizing costs, keeping constant contact with customers and staff, communication skills and inventory management. Expert in tracking market tendencies, managing budgets, MIS handling and store inventory.

Coordinating with the sales department to achieve and maintain the record of the sales growth. Qualified in maintaining statistical and financial records of the store. Responsible for the reputation and stability of the store whilst managing legal obligations. Credited for efficient organizational management and entrusted to recruit, train and supervise staff. Motivated and capable of handling customers and staff with effective time management and multi-tasking.

## Core Competencies

* + Retail Management
  + Customer service skills
  + Interpersonal Skills
  + Team Management
  + Confidence
  + Budgeting skills
  + Communication Skills
  + Decision Making Skills
  + Negotiation Skills
  + Organizational Skills
  + Leadership skills
  + Multi-tasking skill

## Occupational Contour

**Store Manager**

***Almaya Group LLC, Dubai***

**October 2006 – Present**

**Achievements:**

Awarded as the best Assistant Store manager of the year 2012 in recognition of excellent performance.

# Key Deliverables:

* Managed complete store operations which included recruiting, training, maintaining the staff and the store requirements.
* Ensured smooth coordination between the staff and the customer.
* Handled activities like planning, observing and motivating the staff for better results for the store.
* Keeping the customer requirements in mind, organised warehouse- store stock and managed overall back office operation.
* Established customer relationship to increase the sale and progress of the store
* Sustained inventories and reviewed merchandise activities, growth and total value of the store.
* Maintained MIS and other reports to all the departments of the management.
* Displayed plans, analysed operations and shaped financial statements for gaining more profit.
* Responsible for targeting and achieving sales oriented goals by training, inspiring and providing feedback to the staff members.
* Maintained the constant reputation and stability of the store and prepared promotional sales for more development.
* Ensured agreement with legal requirements.
* Reported to Operation Manager.
* Joined Almaya group LLC as a Sales Associate and consistently handled the sales performance of 16 people.
* Successfully achieved sales targets and proved my skills since October and was appointed as a Store Manager.

**Store Supervisor**

***Landmark India PVT LTD, India***

**September 2004 - October 2006**

# Key Deliverables:

* + Supervised the retail staff, cashier and handled the store.
  + Prepared annual budget, scheduled the expenses, analysed the changes and introduced different actions for the customer satisfaction.
  + Maintained the store inventory and kept a regular check on the items in the store.
  + Monitored the back office operation with proper dedication.
  + Coordinated with customer within the store for understanding and delivering their requirements accurately.
  + Supervised local competitors to identify the level in the market.
  + Identified the current and future movements and planned different plans for appealing the customers.
  + Managed the staff and different departments while maintaining a professional attitude.
  + Reported to Assistant Store Manager

## Educational Qualification

**Bachelor of Commerce**

*Manav Bharti University*

**June 2014 - May 2016**

***Personal Contour***

* **Date of Birth** 12th Sept 1984
* **Marital Status:** Married
* **Languages Known:** English, Tamil, Hindi, Kannada and Urdu
* **Driving Licence**: UAE driving license (03/03/2009 to 03/03/2019)