**CURRICULAM VITAE**

**MINOLE**

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**On Visit Visa**

**OBJECTIVE:**

Seeking a position to utilize my skills and abilities in any field that offers security and professional growth while being resourceful, innovative and flexible.

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| **PERSONAL DETAILS:** |  |  |  |  |  |  |  |
| Date of Birth | : |  | 22nd April 1987 |  |  |
| Marital Status | : |  | Married |  |  |
| Nationality | : |  | Indian |  |  |  |
| Languages Known | : |  | English, Hindi, Kannada, Konkani and Tulu |  |
| Hobbies | : |  | Traveling, listening to Music, Playing, Surfing the net |  |
| Interests | : | Foot tapping dances has been the front line of my interest. |  |
| Driving License | : | Valid Indian Driving License |  |  |
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| **EDUCATIONAL QUALIFICATION:** |  |  |  |
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| **COURSE** |  |  | **YEAR** |  | **BOARD/** | **INSTITUTION** |  |
|  |  |  | **UNIVERSITY** |  |
|  |  |  |  |  |  |  |
| Master of Business |  |  | 2012 |  | Visvesvaraya Technological | St. Joseph Engineering College |  |
| Administration (M.B.A) |  |  |  | University |  |
|  |  |  |  |  |  |
| Bachelor of Business |  |  | 2008 |  | Mangalore University | S.D.M College of Business |  |
| Management (B.B.M) |  |  |  | Management |  |
|  |  |  |  |  |  |
| P.U.C (Commerce) (XII) |  |  | 2005 |  | Karnataka State Board | St.Aloysius P.U College |  |
|  |  |  |  |  |  |  |  |
| S.S.L.C (X) |  |  | 2003 |  | Karnataka State Board | Milagres High School |  |
|  |  |  |  |  |  |  |  |

**ADDITIONAL QUALIFICATION:**

* Diploma in Entrepreneurship Development Programme.
* Post Graduate Diploma in Investment Management.

**PROJECTS:**

* Worked on "Titan Watches" encompassing an overall organizational study in final year B.B.M (2008)
* Worked on a Project titled “A study on Hindustan Unilever Limited product preference in rural areas” in

Final year MBA (2012)

**COMPUTER SKILLS**

* Diploma in Information Technology, E-Office, Advance Excel.
* Trained on MS Access and Visual Basic for Application (VBA) at Tesco Academy.

**ACHEIVEMENTS AT COLLEGE LEVEL**

* Won in paper presentation contest
* Won in fest in the marketing event
* Won in Jingle making competition
* Organized Marketing exhibition
* Won in Mad Ad competition
* Won in various sports events such as Tug of War and Kabbadi
* Won in crib making contest and Skit
* Was a treasurer of Gavel club

**SKILL SET:**

Creative problem solving, Quick Learning, Taking ownership of tasks quickly, Good Communication & Inter-Personnel Relationship, Good Presentation, Ability to Work Under Pressure, Flexible & Adaptive, Reasoning, Strong Negotiating Capacity, Customer Service, Sales, Store Management, Reporting & Analysis.

**WORK EXPERIENCE:**

**I.** Worked as a **Sales Analyst & Price Coordinator** for **Tesco HSC**, Bangalore from **05th May 2014 to 23rd**

**March 2016**.

**JOB PROFILE:**

* Responsible for providing daily and weekly reporting support by collating and reporting our performance on promotions.
* Compiling and analyzing data and preparing standard and Ad-hoc reports on promotion performance.
* Understanding the requirements of stakeholders and interacting with many different types of stakeholders.
* Support the marketing team to make decisions on promotions, targets and discounts.
* Running queries and extracting Sales and Promotion data & Creating Promo Participation report that highlights the weekly promotion performance across Divisions, Departments and store placements.
* Understanding how responsive products are on promotion by analyzing their Sales performance during non-promoted periods and comparing that to the results from each promotion.
* Compare prices with the competitors to ensure that we are priced competitively in the market and enable business decision making.
* Calculate and suggest price changes to buyers. Upload price changes in the Retail Price Management

(RPM) system after buyer’s approval to reflect in stores. Create daily and weekly reports for price sensitive products and divisions.

* Basket Creation & addition/deletion of lines from the basket.
* Download and upload data provided by external agency in to Competitive Pricing System (CPS) tool.
* Ensure that all processes are documented and are updated with changes.
* Applications and tools used are MS Excel, MS Access, Business Objects, FLYP, GAP, Gold Server, Report Server, Retail Price Management (RPM) system, Competitive Pricing System (CPS), Micro Strategy.

**ACHEIVEMENTS AT WORK**

* + Bagged **“Bright Spark of the Quarter”** award for **leaning the process quickly and delivering results**.
	+ Bagged **“Outstanding performer of the month”** award 5 times.
1. Worked as an **Assistant Store Manager** for **Health and Glow Retailing Private Limited**, Bangalore from **1st December 2012 till 25th April 2014**.

**JOB PROFILE:**

* Ensuring all activities during store opening and store closing.
* Handling store team, Monitoring day to day store activities, Meet sales goals by training, motivating, mentoring and providing feedback to store staff.
* Responsible for achievement of daily, weekly and monthly Sales targets for the store.
* Ensure compliance with Standard Operating Policies and Procedures and Maintaining expected store standards.
* Developing customer database & Resolving complaints and grievances that arise from customers.
* Ensure all functions at store mainly cashiering, IT, Category Management and Customer Services are taken care for smooth functioning of business.
* Ensuring that all Cash tills are functioning optimally and minimum manual bills are prepared.
* Managing Inventory (Receiving, Ordering, Physical Check(PIHV) & Arranging as per Company Norms)
* Organizing, Preparing, arranging & displaying promotional materials.
* Ensure that the in store Marketing Events are carried out smoothly and successfully.
* Ensure all the Expiry and Damaged goods are checked and removed from the shelves. Handling Disposal (DAD) & damaged goods.
* Managing Vendor returns & Inter store transfer of stocks.

* Billing process, Sales return & refund procedure, Reconciliation of cash, card & coupons, Spot check process, Cash pick up process, Possession of declaration & exit in between Statutory register process, Petty cash claims & register process.

**PROJECTS:**

* + Successfully completed a **Project assigned by the CEO**, on Standard Operating Procedures for Health and Glow Retailing Private Limited and Foodworld Supermarkets Private Limited.
1. Worked as an **Accounts Payable Associate** for **Target Corporation India Private Limited**, Bangalore from **16th March 2009 to 31st July 2010**.

**JOB PROFILE:**

* Reconciling DC/Store invoices in order to make vendor payments in a timely manner as per vendor terms.
* Resolve discrepancies in pricing, quantity and product descriptions between invoices and purchase orders.
* Handle vendor problems and disputes & Resolve vendor payment issues. Researching on all items disputed by vendor relating to deduction for shortage of goods supplied, cost differences, return discrepancies, Payment terms/discounts and other miscellaneous vendor issues to establish their validity.

**ACHEIVEMENTS AT WORK**

- Bagged **“Bulls Eye award”** twice for **maintaining 100% quality at work.**

**DECLARATION**

I the undersigned hereby acknowledge and declare that the above said particulars are true and correct to the best of my knowledge and belief.

Date: (MINOLE)