

**SAHIL**

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**Accounting–Client Relationship Management & Operations Management** *Seeking challenging assignments with an organization of repute across the industry*

**PROFILE**

Qualified Professional with **over 5 years of exposure in Retail sector, Inventory Operations, Business Development, Market Analysis and Client Relationship Management** ,Operations Management, Back Office Operations, Process Excellence, Team Management, Client Relationship, currently working as Branch Manager Car Lease Rent a Car Dubai UAE

Disciplined with proven abilities to **manage multiple assignments** efficiently under tight delivery deadlines, ascertaining needs & goals, streamlining existing operations, envisioning new concepts & future trends & following through with development, direction & accomplishment

***Core Competencies***

*Strategic Management, Business Analysis Operations Management, Relationship Management,*

*People Management, Business Continuity, Strong Interpersonal Skills*

***Notable Accomplishments***

* 1st prize winner in Business Mathematics & Business Statistics at graduation Level.
* IRDA Certified*.*



**PROFESSIONAL EXPERIENCE**

**Car Lease Rent A Car Dubai, UAE.   
Jan -2015 – Present – Client Relations Executive**

* Maximize incremental sales, walk up volume, yield, fuel service and recharge through understanding of sales and product knowledge and differentiation.
* Ensure Quality vehicles arranged for clients with proper car mix and specialty car Management.
* Maintain brand identity throughout the operation.
* Marketing Program conducted on the Job Location
* Having Good Rapport with various agents in purchase and sale of Properties
* Maintain Business Report of 5 Million AED per month to the company
* Maintenance of accounting entries in the office system.

**Assistant manager at Big Bazaar, Future group, Mumbai, India - Aug 2012- Dec- 2014**

* **Ensuring employee morale and motivation.**
* **Ensure proper visual merchandising at store and cash counters.**
* **Ensure proper Product training for the team members**
* **Coordinating internally with distribution centre regarding availability of stocks.**
* **Responsible to achieving & exceeding sales target of particular section or store.**
* **Maintaining high level of customer service standards and customer satisfaction**
* **Ensure implementation of various schemes, promotions etc.**
* **Ensure proper price mention on self taker and signage’s.**
* **Track customer deliveries as per the committed schedules.**
* **Give feedback on the progress on movement of various products to category.**
* **Work towards zero stock loss / shrinkage / damage / pilferage.**
* **Ensure discipline and grooming standards among staff members.**
* **SOP Adherence.**

**SHOPPERS STOP MUMBAI - *Department Manager --* Jan- 2011 – July 2012**

* **Ensuring that daily given store targets are achieved with optimum utilization of resources.**
* **Managing a team comprising of 20 members and accordingly achieving desired targets.**
* **Actively doing manpower planning, inventory management, increasing customer service, product knowledge, shrinkage control, team building, and competitor mapping.**
* **Setting the floor, manpower planning, inventory management, increasing customer service, product knowledge, shrinkage control, team building, and competitor mapping.**

**EDUCATIONAL CREDENTIALS**

* **PGPBM in Marketing (Major) & Finance (Minor) from International School of Business & Media, Pune in 2011.**
* **BBA in Marketing from DAV College, Amritsar in 2009.**

**Computer Proficiency**

* **MS Office, Internet Applications and Working Knowledge of SAP application**



**Date of Birth : 07th September 1987**

**Languages Known :****English, Hindi, Punjabi**

**References :** **Available on Request**