**RESUME**



**Sajid**

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**CAREER OBJECTIVE**: Seeking challenging assignments with leading Retail Majors that will provide opportunities

to effectively utilize my experience and relevant skills for organizational growth and nurture professional advancement.

**SYNOPSIS**

* A competent professional with more than 10**Years**of experience in**Retail Operation,Stores Management, Customer Service, Cash Management and Team Management.**
* Demonstrated success in effective strategizing, new branch set-up, seamless operations as well as efficient and time bound implementation of plans and initiatives.
* Customer focused and result oriented approach, combining general management abilities with corporate vision and drive to motivate teams to deliver results; proven track record in development of processes; able to identify and implement strategies with a common sense approach to problem solving

***Organisational Experience***

***WORKING EXPERIENCES***

***Worked with US POLO ASSOCIATION from August 2016 till Jan 2017 as Department Manager in Kolkata.***

***KEY RESPONSIBILITIES***

***The Accountabilities:***

* Managing all department activities to ensure store is ready for customer on time.
* Sales planning for given targets and achieving the budgeted numbers.
* Department presentation, detailed Floor inspection
* Maintaining standards in the department as per international standards.
* Customer Service including Maintaining Relationship with the Customers.
* Stock management and review.
* Coordinating with Supply Chain Management cell for stock replenishment.
* Managing staff schedules& motivating Sales Staff.
* Monitoring and compiling information on competitors’ activities & devising effective strategies to counter competition and escalate business
* To ensures that optimum stock levels are maintained by all the departments through an efficient ordering system.
* Providing best support to Store manager.

***Worked with AJMAL PERFUMES as a Showroom Incharge from February,2010 to May,2016 in Makkah Al Mukarrama (Kingdom of Saudi Arabia)***

***KEY RESPONSIBILITIES***

***The Accountabilities:***

* Managing all store activities to ensure store is ready for customer on time.
* Sales planning for given targets and achieving the budgeted numbers.
* Maintaining standards in the department as per international standards.
* Customer Service including Maintaining Relationship with the Customers.
* Stock management and review.
* Checking space allocation and making alterations as per requirements.
* To ensure that all the activities during Store opening and store closing are adhered to.
* Getting the deliveries checked & counted in systematic manner.
* Accountable for the performance & profitability of the Store.
* Proficient at Enhancing Profitability through Effective Cost Control Measures.

Consistently achieve a very high level of imaging, awareness and shop standards of the showroom

in line with the company’s policies and guideline.

* Analyzing fast moving & slow moving categories at store level & focusing on the same.
* Visual merchandising & store layout for increasing business.Managing IT related issues at store level.
* Coordinating with Supply Chain Management cell for stock replenishment.
* Managing staff schedules& motivating Sales Staff.
* Product Knowledge sharing, Training and Development of Team Members.
* Systematic function of the whole Store process.
* Monitoring and compiling information on competitors’ activities & devising effective strategies to counter competition and escalate business
* To ensures that optimum stock levels are maintained by all the departments through an efficient ordering system.
* Handling various customer issues & complaints ensuring their satisfaction with the product to enhance & sustain business.

***WORKED WITH ODYSSEY INDIA LTD AS HEAD CASHIER (CASHIER INCHARGE) FROM 15th JUNE, 2008 TO JUNE, 2009in Kolkata***

***KEY RESPONSIBILITIES:***

* *Customer Service including Maintaining Relationship with the Customers,*
* *Reporting all Sales related activities to the HO and preparing Daily Sales Report and Cash Report and mail the same to the HO.*
* *Managing daily floating cash and end of day checking report of Cash Counter and deposit cash sale every day to the cash pick-up agency, maintaining petty cash.*
* *Handling team scheduling and leave calendar.*
* *Well knowledge Retail Magic and training to team.*

**Worked with Carbon Jewelryas a Counter Sales Executive from March 2008 to June 2008 in Kolkata.**

**Worked as a CUSTOMER SALES ASSOCIATE WITH NIK NISH RETAIL LTD.**

**in Kolkata FROM OCTOBER, 2006 TO MARCH, 2008 in Household Department.**

**Dealing in Dinner Sets, Tumblers and Cutlery.**

***Academia***

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| --- | --- | --- | --- |
| **EXAM** | **YEAR OF PASSING** | **BOARD/UNIVERSITY** | **DIVISION** |
| **MADHYAMIK** | **2001** | **W.B.B.S.E** | **2nd** |
| **HIGHER SECONDARY** | **2003** | **W.B.C.S.E** | **1st** |
| **B.COM** | **2007** | **UNIVERSITY OF CALCUTTA** | **PASS** |

***IT Skills***

* Completed Diploma in Computer Application & possess good working knowledge of MS-Office & Internet.

***Personal Minutiae***

* OBTAINED LETTER MARKS IN ACCOUNTANCY IN HIGHER SECONDARY EXAMS.
* FLUENT IN ARABIC AND ENGLISH.

***Personal Minutiae***

Date of Birth : 2nd January, 1983.

Nationality : Indian

Sex : Male

Religion : Islam

Languages Known :Arabic ,English, Urdu and Hindi