**CURRICULUM VITAE**

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| **WAJED**  [**WAJED.363811@2freemail.com**](mailto:WAJED.363811@2freemail.com) |  |

**WORK EXPERIENCE**

Present Organization : **Shoppers Stop Ltd**

Designation : Store Asst.Manager

From : March 2015 till January 2017

Job Profile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Monitoring and maintaining current inventory levels, ensuring quantities that appear in the system are accurate for planning of purchase, promotions and marketing activities.
* Ensuring adequate inventory of product in accord with inventory cycle.
* Coordinate and manage daily physical cycle counts and reconcile actual count reports.
* Preparation of monthly consignment sales report to be submitted to supplier.
* Preparation of daily inventory sheets in all location every end of month.
* Owing to leadership quality have additional responsibility to support all the Departments on important product issues
* Track and maintain accurate inventory of the stock
* Ability to analyze all phases of software analysis, functionality, testing and support for stock maintenance
* Keep records of customer interactions and transactions provided by Sales Department
* Record details of actions taken and generate reports
* Communicate and coordinate with internal departments
* Provide feedback on the efficiency of the customer service process.
* Preparation of DPR & DSR.

Organization : **Country Club Hospitality & Holidays Ltd.**

Designation : Administration officer

From : March 2011 to February 2015

Job Profile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Roistering and Maintaining attendance/leaves of the team
* Sending data for pay roll processing
* Preparing goal-statement
* KPI maintenance
* Reporting daily reports to the stakeholders
* Focus on the Big Picture by implementing new ideas
* Have Understanding of the Job and Organization
* Manage all incoming & outgoing correspondence
* Interact & coordinate with employees on various internal matters
* Assisting General Manager by managing and following up with multiple projects simultaneously, conducting surveys and writing reports, managing all internal and external communication, managing the daily schedule and maintaining all important databases and files, reply to all Emails
* Preparing papers and presentations for meetings

**ACADEMICS:**

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| **Education** | **College/School** | **University/ Board** | **Year of passing** |
| B.Com | Calcutta University | University | 2011 |
| +2 (Com) | Md Jaan High School | WBBHSE | 2008 |
| 10th | Park Circus High School | WBBSE | 2006 |

**COMPUTER SKILLS:**

1. MS Office Package (MS Word, MS Excel, MS Access) & MIS
2. C#, HTML, CSS, MS-SQL programming conducted by IIHT
3. Software Programming in Microsoft ASP.NET

**PERSONAL DETAILS:**

Date of Birth : 19th Oct 1988

Gender/marital status : Male/Unmarried

Nationality : Indian

Language Known : English, Hindi & Urdu