***Curriculum vitae***

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**HEMANT**

**HEMANT.367511@2freemail.com**

**Organisational Experience**

**Dec’12 – till date Lamarquise Diamonds & Watches Retail Sales/Operations Manager**

**Jan'04-Jan'12 Gitanjali Life style Ltd** **Sr Manager Operations**

**Aug'98-Jan'04** **Damas Jewellery Dubai** **Showroom Sales Supervisor/Store Manager**

**Apr’95- Feb’98 Repro Pvt Ltd Officer**

**Jan’92-Mar’95 DC TEXTILES Goregon Mumbai Export Documenation**

**Areas of Expertise & Exposure**

***Business Development***

* Through aggressive business development strategies, enhancing brand visibility and accelerating business growth.
* Executing effective plans designed to ensure achievement of budgeted volumes, market share and profit objectives.

***Sales/ Marketing***

* Overseeing the sales and marketing operations, thereby achieving increased sales growth.
* Analyzing and developing new markets to drive volumes resulting in business growth.
* Driving sales efforts involving effective promotional activities, product awareness targeted to high potential clients for growth and profitability.
* Conducting detailed market studies to analyze the latest market trends and tracking competitor activities and providing valuable inputs for fine tuning selling and the marketing strategies.
* Ensuring the quality standards for all incoming materials.Efficiently managing inventory at stores.

***Team Management***

* Leading, training and monitoring the performance of team members to ensure efficiency in sales operations and meeting of individual and group targets.
* Scheduling team assignments to achieve the pre set goals within time, quality and cost parameters

***MIS Reporting***

* Formulating MIS reports in order to facilitate decision making by the top management

**Key Contributions across Entire Career Span**

***Lamarquise Diamonds & Watches - Retail Operations Manager Retail Outlets***

* Managing Retail Outlets
* Coordinating on day to day basis with staff and fulfilling requirements
* Educating Sales team achieving sale goal
* Monitoring and augmenting team performance.
* Appointing Sales Staff as per Company Needs.
* Processing Shop Merchandise order and coordinating with Factory for manufacting status
* Keeping proper updates of Factory delivery status
* New Store opening follow-up with Project Manager
* Handling Exhibitions
* Acting as a bridge between the staff and the senior management

***Gitanjali Lifestyle Ltd. Sr Manager Operations West region Retail Outlets***

* Implementing aggressive sales promotion and market penetration strategies.
* Coordinating with Merchandise suppliers on a constant basis for procurement.
* Meeting top & bottom-line objectives through business driven strategies, monitoring and augmenting team performance.
* Devising strategies and implementing promotional strategies to enhance sales.
* Acting as a bridge between the staff and the senior management
* Keeping proper and full updates of supply order records with the suppliers.
* Devising and implementing innovative designs for manuals and magazines in order to boost sales of custom made jewellery.
* Responsible for managing, planning and maintaining adequate Inventory.
* Monitoring, taking corrective actions and updating invoices with errors.

***Damas Jewellery Dubai.***

* Managing Jewellery stores.
* Handling Store Staff and keep them motivated.
* Monitoring progress of new schemes
* Monitoring and achieving sales targets

***Repro Pvt Ltd***

* Worked on QuarkXpress, Photoshop & Pagemaking
* Handled Typesetting Leaflets, VisitingCards, Newsletters etc.,
* Handled Sales & Marketing assignments

***Dc Textile Goregaon Mumbai***

* Handled Export Documentation
* Preparing Invoices
* Data Entry Jobs

**Educational Qualification**

***B.COM (from University of Mumbai, in April 1991.)***

MUMBAI , **INDIA**

**Training**

Attended a training on postive mental attitude

attended a work shop training onleadership

**Computer Skills**

ms word, excel & powerpoint