Leo



Retail Manager - UAE

PG in Supply Chain Management and proven success in Retail Sales, Strategy, Operations, Client Relationship Management, Inventory/Logistics Management, and Project Management.



Leo.383578@2freemail.com

**KEY WORK EXPERIENCE**

**Retail Manager**

Threads DGT Trading LLC

*06/2016 – Present Dubai, United Arab Emirates Achievements/Tasks*

Established the New Retail Concept across 3 retail stores in Dubai and Sharjah including Flagship Store of 7500 Sq.Ft



Increased the ATV across the Retail Stores by focus on increasing the UPT through Sales Strategy/Sales Training



Successfully headed several Retail Projects



Oversee the Sales, Operations, Inventory and Logistics of 21 Retail Stores across UAE



Monitor the sales performance of Retail Stores, Profitability, Analyze Data and implement Strategic Sales and Operational plans



Monitor Inventory levels of Retail Stores and conduct regular Stock Takes across all stores to maintain accuracy of data



Monitor all Inbound/Outbound shipments and ensure the deliveries are within the timelines



Develop & Implement SOP, KPI, Policies & Procedures for Retail Operations



Conduct regular store visits and meet Store Managers to discuss day-to-day operations, upcoming store events, promotions, and training



Coach, motivate and inspire Store Leaders to accomplish store goals and maximize their individual and overall store performance



**Store Manager**

Threads DGT Trading LLC

*02/2013 – 06/2016 Dubai, United Arab Emirates Achievements/Tasks*

Successfully executed the Renovation project for the Store



Provided idea for in-store signboards which was selected as a mini-project and executed across all retail stores



Created a daily/hourly checklist for store which was successful and now implemented across all Retail Stores



Created the Daily Sales Report Excel format currently being used across all Retail Stores



Responsible to oversee day-to-day operations of Retail Store Responsible to monitor the sales, VM and customer service



Conduct Sales/Customer service training and conduct performance reviews for the staﬀ



**SKILLS**



Retail Operations Sales Forecast / Planning



Inventory Management New Business Development



Training Project Management Negotiation



P&L Management Six Sigma Leadership



Public Speaking

**PROJECTS**

Threads' Flagship Store - Times Square Center (08/2017 – 10/2017)

Successfully lead the Flagship Store project of 7500 sq. ft., from its Shell/Core condition to a fully functional Flagship Store within 3 months.



New Store - Rameez Mall (Sharjah) (04/2017 – 06/2017)

Successfully accomplished the opening and complete operations of the new store.



New Store - Dubai Silicon Oasis (10/2016 – 12/2017)

Successfully accomplished the opening and complete operations of the new store.



New Store - Dalma Mall (Abu Dhabi)

(05/2016 – 08/2016)

Successfully accomplished the opening and complete operations of the new store.



OneHSBC Project - HSBC HDPI (10/2011 – 12/2011)

Successfully integrated and tested the HUB (Oracle-based application) across all global locations using the application



Six Sigma Yellow Belt - HSBC (09/2010 – 10/2010)

Recorded recurring time saving of 150 man hours per month



**EDUCATION**

**PG Diploma - Supply Chain Management** Welingkar University

**Bachelor of Commerce**

Osmania University

**Intermediate Education** St. Joseph's Junior College

*06/1997 – 04/1999*

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**KEY WORK EXPERIENCE**

**AML Executive**

HSBC

*01/2007 – 01/2013 Hyderabad, India Achievements/Tasks*

Review the KYC/KYB for personal and business customers



Monitor the transactions on accounts and provide report for any suspicious transactions



Liaise with the Relationship Manager on customer accounts for further information on customer and transactions



Prepare case studies and make presentation on various transactions and accounts



**Editor**

Focus Infosys Pvt. Ltd

*10/2005 – 12/2006 Hyderabad, India Achievements/Tasks*

Review the medical reports based on patient diagnosis, examination, and assessment and ensure 100% accuracy of report.



Top performer for 3 consecutive months



Promoted as Editor in 3 months from date of joining Received cash award for best performance



**Proofreader**

Elico Ltd

*09/2002 – 09/2005 Hyderabad, India Achievements/Tasks*

Lead a team of 4 staﬀ and review their transcripts for accuracy



Provide training on medical transcription tools, software and diﬀerent accounts



Promoted as Direct Uploader



Promoted as Proofreader



**OTHER CERTIFICATIONS**

**Six Sigma Yellow Belt**

HSBC HDPI

**HONOUR AWARDS**

Process Star Award (2009)

*HSBC HDPI*

Super Star Award (2010)

*HSBC HDPI*

Prism Award (2009)

*HSBC HDPI*

Genie Idea Award (2010)

*HSBC HDPI*

Award for the most number of ideas from a Process



**EDUCATION**

**High School**

St. Joseph's High School

*04/1997*

**ACHIEVEMENTS**

Retail Manager (06/2016)

*Promoted as Retail Manager from Store Manager*

Editor (12/2005)

*Promoted as Editor from the position of Senior Proofreader*

Proofreader (09/2004)

*Promoted as proofread from Directuploader*

Direct Uploader (03/2003)

*Promoted as Direct Uploader from the position of Medical Transcriptionist*

**CONFERENCES, COURSES & OTHERS**

Welingkar University

*Conference/Issuer of the certificate*

Supply Chain Management



Retail Management



Inventory Management



Operations



E-commerce



**SUPPORTED CAUSES**



Blood Donation Campaigns Sheltering the homeless

**INTERESTS**



Public Speaking Motivational Speaker Reading



Automation Robotics Networking

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