

**Shweta**

Email: [shweta\_388400@2freemail.com](mailto:shweta_388400@2freemail.com)

Professional Profile

An established, hard working and results-driven senior management professional with a successful background and proven track record within Retail Operations Management, Distribution, Duty Free and Procurement, Administration and Logistics. Works well under pressure and thrives in challenging working environments.



Key Areas of Expertise

|  |  |  |  |
| --- | --- | --- | --- |
| ➢ | Local Sourcing, Purchase & Inventory Management | ➢ Inventory Accounting & Audit | |
| ➢ | Hands-on Merchandising & Replenishments | ➢ | Business Process Systems, Budgeting & Projections |
|  | Planning | ➢ | HR/Personnel Management |

* Reconciliations- sale/cash/bank/stocks/payables/ receivables



Objective

I am looking to secure a challenging and rewarding new role, where I can apply the skills, knowledge and expertise I have gained throughout my successful career to date, whilst achieving further professional and personal development.



Career Summary

|  |  |  |
| --- | --- | --- |
| **2015** | **- 2017** | **Assistant Manager, Africa Duty Free Investment Pvt Ltd – Zimbabwe ( part time )** |
| **2011** | **– 2012** | **RETAIL MANAGER, Flemingo International Ltd (Tanzania) formerly Dar Duty Free Ltd** |

* Developing and implementing procurement and inventory optimisation strategies as well as reviewing operations, sales and stocks, preparing progress analysis reports regarding the same
* Playing an instrumental role in driving sales and developing new business streams in generating further revenue, ultimately benefiting the company bottom line
* Undertaking a multi-faceted role with a variety of duties and responsibilities, covering Accounts, Administration, Marketing, Sales, Warehouse Management, Procurement, Logistics & Purchase
* Working closely and collaboratively with other members in staff in ensuring smooth running of daily operations
* Book keeping of day-to-day accounting transaction – manual / computerised-Tally
* Bank, Cash, Debtors & Creditors Reconciliation.
* Statutory Compliance of Vat, Excise, Service Tax, Custom & Income Tax and follow up with local auditor
* Daily Sales & Cash Reconciliation
* Petty cash handling
* Preparing of Daily Sales Report and Monthly Preparation of MIS for Management.
* Payroll Handling
* Stock Taking & Reconciliation
* Vendor Payment Processing.
* Follow up with debtors for Outstanding.

Page 1

**2010 – 2011** **Assistant Manager, Dar Duty Free (Tanzania)**

* Reporting to the Managing Director, responsible for a various retail management tasks, including planning, directing and coordinating activities within Operations, Procurement, Business Development, HR, MIS, Inventory and Logistics
* Managing - Accounts Payable, Costing and computation of Gross Profit
  + Margin, Stock Management, Statutory Compliances, Sales Accounting,
* Fully accountable for the preparation, monitoring and adjustment of operational budgets and projections and ensuring consistent adherence to the same
* Implementing price and credit policies when overseeing accounting and audit for Purchase, Sales, Stocks and reconciliation
* Locating, selecting and procuring merchandise for resale, planning replenishments, procurement to depletion planning and execution

|  |  |
| --- | --- |
| **2007 – 2008** | **BRANCH MANAGER, Mohan’s Oyesterbay Drinks Ltd (Kenya)** |
| **Earlier Experience:** |  |
| **2000** | **ASSISTANT ACCOUNTANT, Transit Military Shop Ltd (Tanzania)** |
| **1998 – 1999** | **OFFICE ASSISTANT, Mescon Enviro System (India)** |
| 2015 – 2017 | Freelance Extra curriculum supervisor, Harare International School (Zimbabwe) |



Education

**Diploma in IATA/UFTA** *Incorporating Geography in Planning, Air Transport Essentials, Travel Formalities, Tour**Packages, Customer Service, Technology in Travel Industry, Air Fares & Ticketing*

**Swift India Certificate**

From NIIT *1999*

**Bachelor of Arts**

Economics & English Literature (Devi Ahilya University) **1st** **Class** *1998*



Key I.T Skills

* **Tally6.3 / MYOB**, MS Office-2003, SQL PLUS / PL SQL,MS Access-97 OS Knowledge-Windows XP/10



Personal Details

**Other:** Holder UAE Driving License

**Interests:** Arts & Sports

**Languages:** Hindi, English, Kiswahili, Gujrati

Page 2