**First Name of Application CV No 1680768**

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**Retail management professional with 4 years of experience in the high-end fashion & footwear forward retail sectors. Innovative, results producing & possesses a genuine talent for building and inspiring high performance teams who can excel on metrics. Bring in-depth understanding of best practices in all aspects of retail operations to maximize customer traffic and sales while controlling costs and minimizing staff turnovers**

**KEY EXPERTISE:-**

* Fashion Retail Best practice
* Merchandising & Marketing Strategies
* Sales & Promotional Campaigns
* Operational Polices & procedures
* Shrinkage & Loss control
* Market & Competitor analysis
* Performance Management

**CAREER HISTORY:-**

**W.H.Smith, Store Supervisor April 2015- Present**

**Muscat Airport, Oman**

WHsmith Oman is multinational travel retail brand which has 6 retail stores at the Muscat Airport. It is part of Asha Enterprises and Ajit Khimji Group. One of the UK’s leading retail giants, WH Smith is known for its collection of books, stationery, magazines, newspapers, impulse products and entertainment items. Through its alliance with the Asha Group, it is busy establishing its presence in the Middle East, with Oman being its first destination.

**Key Responsibilities**:-

* Dealing with Airport Authorities.
* Market and Competition analysis.
* Stock inward and outward.
* Stock requisition & replenishment.
* Inventory Management.
* Training and development of new assigned cashiers.
* Visual merchandising.
* Opening and closing procedures of assigned stores.
* Achievement of sales Budget.
* Night shift management.

**Avenue l.l.c, Dept Manager/Head Cashier Oct 2013- April 2015**

**Dubai, U.A.E**

**Key Responsibilities**:-

* Monitor the cashiers work on a daily basis.
* Create and distribute cashier schedules and till allocation (Till floats).
* Ensure that workload is equally divided between cash registers.
* Perform cashier duties during cashier's absence or increased workload
* Supervise the activities of checkout stations on a constant basis
* Along with the manager e valuate performance of cashiers and appraise them.
* Ensure that each customer’s transactions are processed accurately and in a time efficient manner.
* Generate and maintain account related reports.
* Manage bank deposit activities and make sure that cash is counted accurately at the end of each shift.
* Reconcile cash with receipts at the end of each shift and make sure that any discrepancies are managed immediately.
* Giving training to new employees to work as cashiers.
* Identify and correct cash register errors and take measures to ensure that further error do not happen.
* Maintain and update daily, monthly and yearly accounts spreadsheets.

# Education & Technical Skills

* B.com from Gujarat University in 2012
* Proficient in MS Office Word, Excel, Power Point & Knowledge of Tally 9.1
* Proficiency in RPRO, ORION, ORACLE & other similar software which are dealing with retail operation.

# Achievements & Recognitions

* Growth of **+15%** compared to 2014 in W.H.Smith.
* Minimized Shrinkage to -0.012% for 2015 financial year.
* Selected as Best Employee of year 2014 for outstanding performance in Avenue l.l.c
* Awarded best Cashier award for 2013.

# PERSONAL DETAILS

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| --- | --- | --- |
| Date of Birth | : | March 30, 1992 |
| Marital Status | :  : | Single |
| Language known | : | English, Hindi, Sindhi, Gujarati & Arabic (basic) |
| Nationality | : | Indian |
| Visa Status | : | Employment Status (Transferable) |

I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief.