CURRICULUM VITAE

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SARDAR

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**Seeking assignments in Retail Sales & Operations with a growth oriented organization**

**CAREER FOCUS**

* A dynamic professional with years’ experience in the areas of Retail Sales, store operations, SOP, stock management
* Strong team player and a dynamic leader with successful track

**CORE COMPETENCIES**

***Retail Operations***

* Designing & implementing sales plans to generate increased sales for achievement of revenue targets.
* Coordinating the local promotional activities including those in print, merchandising & outdoors.
* Creating initiatives, designing events, planning of visual merchandising and execution of these marketing events for increasing sales drive.
* Administrator experience Skills Well organised, and be able to prioritise work in an efficient manner.
* Calm and composed under pressure and able to work to tight deadlines.
* Cash Handler Managed cash drawers and cash pick-ups.
* Petty cash handling experience in Budgeting Knowledge, Great in customer operator.

***Team Management***

* Leading, training & monitoring the performance of team members to ensure efficiency in sales operations and meeting of individual & group targets.
* Conducting meetings for setting up sales objectives and designing or streamlining processes to ensure smooth functioning of sales operations.

**PERSONAL PROFILE**

* Date of Birth   : 29th MAY 1990
* Languages known    : English, Arabic, Hindi,Tamil

**ACADEMIA**

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| QUALIFICATION | INSTITUTION | YEAR | PERCETAGE |
| BBA | The New College | 2008-2011 | 61% |
| H.S.L.C | James Memorial Mat,HSC SCHOOL | 2006-2008 | 51% |
| S.S.L.C | St,JamesMatriculation | 2005-2006 | 61% |
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**Extra Curricular Activities**

* Took active participation in School / College Sports activities.
* Like listening to music, Playing Games, Reading, playing cricket

**CAREER CONTOUR**

**PAN Emirates Furniture Feb-10-2014 to 2018**

**Role : Senior Sales Executive**

**Key Result Areas.**

* Greeting Customers who enter the shop
* Assisting customers to find the goods & products they are looking for by giving advice & guidance.
* Answering for customers inquires direct or through phone calls
* Stocking shelves with merchandise & pricing the products
* Involving in stock control & management.
* Reporting discrepancies & problems to the department head
* Cash till operation to finalise the invoice by collecting payment