# CURRICULUM VITAE

# VINAY IMG_9302

**Email:** [**vinay.388117@2freemail.com**](mailto:vinay.388117@2freemail.com)

**PERSONAL SUMMARY**

A reliable, capable and enthusiastic senior sales who is able to take on the management and coordinating duties of any leadership role, possessing extensive experience of supporting, developing and motivating teams to do better and to drive continuous improvements across a range of work activities, also having a track record of coming up with practical improvement initiatives which enhance a company’s overall effectiveness and harnesses the latent potential of its workers, currently looking to join a suitable organization that rewards hard work and offers good opportunities for career development.

**CAREER HISTORY**

Senior sales 2009 - 2018

RETAIL STORE – **NEWLOOK, LAND MARK INTERNATIONAL**.

Responsible for supervising a team and ensuring those duties are completed within strict time frames, developing a safe working environment by adhering to all necessary health and safety requirements and legislation.

**DUTIES**

* Delegating work duties to individual staff members.
* Deputizing in the absence of the management team.
* Identifying and evaluating employee training requirements.
* Developing, managing and implementing promotions in order to drive sales.
* Monitoring Key Performance Indicators.
* Writing reports for senior management and delivering presentations.
* Manage retail staff, including cashiers and people working on the floor.
* Identify current and future trends that appeal to consumers.
* Ensure merchandise is clean and ready to be displayed.
* Maintain inventory and ensure items are in stock.
* Ensure promotions are accurate and merchandised to the company’s standards.
* Utilize information technology to record sales figures, for data analysis and forward planning.
* Ensure standards for quality, customer service and health and safety are met.
* Monitor local competitors.
* Ensure hours of operation are in compliance with local laws.
* Maintain store's cleanliness and health and safety measures.
* Organize and distribute staff schedules.
* Preside over staff meetings.
* Help retail sales staff achieve sales targets.
* Manage different departments within the store.
* Handle customer questions, complaints, and issues.

**Team Leader** 2007 - 2009 **PANTALOON RETAIL** INDIA LTD.

**HOMEWARE** Department.

**KEY SKILLS**

* Having a responsible attitude, remaining calm under pressure and possessing superb decision making skills.
* Promoting good work practices.
* Able to build a positive rapport with staff.
* Assigning tasks to staff & clearly explaining how those duties are to be done.
* Superb people management skills.
* Carrying out risk assessments.
* Able to introduce new processes to a team and organization.
* Calmly responding to accident and emergency situations.
* Setting goals and objectives for individuals and teams..
* Helping customers find products they are looking for.
* When necessary, being able to give in-depth technical advice about products.
* Making customers aware of any special offers.
* Excellent organizational skills.
* Able to quickly build a rapport with customers.
* Maintaining security of the store, and implementing measures to reduce theft, loss and leakage.
* Able to use own initiative.
* Arrange orders and deliveries of stock.
* Ensuring high levels of customer satisfaction.
* Physically fit and able to stand on fee all day long.
* Flexible, open to ideas and willing to learn.
* Able to do repetitive tasks accurately.
* Keeping abreast of market trends and being aware of competitors.

**ACADEMIC**

Mangalore University 2003 –05 Bachelor Degree (Travel and Tourism management)

PERSONAL INFORMATION

**GENDER : MALE**

**DATE OF BIRTH : 31/10/84**

**NATIONALITY : INDIAN**

**MARITAL STATUS : SINGLE**