

# Mahtab

Deira Dubai

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## Career Objective

To work in a dynamic environment where acquired experience and knowledge can be utilized properly, enough scope to contribute in the development, ample scope to face new challenges, offer a steady growth and new responsibilities.

## Synopsis- Key Skills

* **07 years** of experience in Customer handling and Retail Management.
* Strong leadership and team player skills.
* Capable of leading the team to complete the assigned responsibilities within the time frame.

*Professional Experience:* 7yrs.

##### Store Manager based in Kanpur(U.P) from 18th-Feb- 2011 to 18th-July-2018.

*Job Responsibilities*

* Meet Department Targets
* To ensure that work discipline should be maintained on the floor
* To ensure delight standard of customer service
* Department meeting to discuss sales and target
* Maintain passable stocking by ensuring that replenishments/re-orders should be placed on time
* To provide excellence feedback to Buyers for Brands, Product styles as per customer demand
* Ensure departmental lay out policy should be established, prior to each selling season
* Proper and suggest action on slow mover to enhance sales and profitability
* Responsible for implementing all promotional activities
* Training implementation provided by professional trainer
* Making daily Sales Report & give it to reporting manager
* Ensure that replenishment should be done on the floor
* Opening and Closing Format of Storeand daily Inventory physically and Via System too
* Maximize sales by providing high standard of service to the customer with the help of good product knowledge & good selling skills

**Project Skills:**

* Assigning Meeting and preparation of agendaMOM.
* Convincing support for the brands at the retailer level, so that the channel partners are ready to display and demonstrate these products at shop front.

**Educational Details**

* Graduation- Year of 2005.

**Personal Details**

* Date of Birth : 21st-Jan-1986
* Languages Known : Hindi, English & Urdu
* Hobbies : Listening Music, Playing Guitar
* Nationality : Indian.
* Passport Date of Issue: 06/12/2012
* Passport Date of Expiry: 05/12/2022

**Declaration**

I hereby declare that the above given information is true to the best of my knowledge and belief.

**Place:** \_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_Mahtab**