

# **Curriculum vitae**

**VINAY N. KULTHE**

Near Kamble Water plant

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## **OBJECTIVE**

To study & achieve high position in marketing field & to contribute in achieving organizational goals & objectives. Where I can utilize my abilities to maximum effect and grow to full potential. I feel convinced that I should achieve a level of performance which is nothing short of perfection.

## **SKILLS**

Quickly and easily establish rapport with customers. Strong organizational skills.

Quick Study with an ability to rapidly achieve organizational growth, easily understand job

Requirements and aggressively employ new ideas, concepts, processes and methods.

Proven ability to manage multiple assignments efficiently under tight delivery deadlines.

## **PROFESSIONAL BACKGROUND**

Reorganize Marketing, Sales & Collection functions to achieve improved Operating Efficiency internally. Worked over 12 Years in Jewellery industry. In-depth understanding of Jewelry market and jewelry, precious and semi precious metals and stones.

## **EMPLOYMENT HISTORY**

### **1. Shahane jewelers**

<b>Organization</b>	<b>:</b>	<b>Shahane Jewelers</b>
<b>Designation</b>	<b>:</b>	<b>Store Manager.</b>
<b>Duration</b>	<b>:</b>	<b>From 22<sup>th</sup> November 2014 to till</b>
<b>Location</b>	<b>:</b>	<b>Nanded (Maharashtra)</b>

## **Job Profile**

- To measure effectiveness and efficiency of operational processes both internally and externally and continuously finds ways to improve
- To lead and mentor all store employees
- To ensure that the staff meet or surpass organizational and sales goals
- To oversee daily operations and make adjustments as necessary
- To provide timely, accurate and complete reports on the operating condition of the stores under direct supervision
- Will be responsible for gross margin, timely deliveries of customer orders, customer satisfaction and customer enquiries
- To enforce strict stock control procedures and ensure that Inventory levels are maintained
- To ensure that all HR policies are adhered to (including daily roster, leaves, performance reviews, disciplinary actions, incentives etc.) as per the Shops and Establishment Act and the organization's HR Manual
- To manage relationship and account with all merchants / karigar / suppliers.

## **2. ORRA – Intergold Gems Pvt. Ltd.**

<b>Organization</b>	<b>:</b>	<b>Intergold Gems Pvt.Ltd (Orra)</b>
<b>Designation</b>	<b>:</b>	<b>Asst. Store Manager.</b>
<b>Duration</b>	<b>:</b>	<b>From 20 March 2014 to 14 Nov 2014</b>
<b>Location</b>	<b>:</b>	<b>Goa – Margao.</b>

## **Job Profile**

- Monitoring walk-in levels.
- Monitoring sales Vis a vis set targets.
- Local area activities to help in generating higher walk-ins and better sales.
- Assortment planning and monitoring stock levels.

- Stock Shuffling.
- Manpower planning.
- Monitoring and Communicating inventory levels to HO and orders for replenishment.
- Order tracking.
- Responsible for stock handling and tallying at showroom.
- Manages day to day operational & human problems at store to ensure optimal sales performance.
- Trains floor staff in handling customers and enhancing sales skills.
- Ensures optimal levels of customer service through customer profiling and relationship management.
- Sending the Daily Sales Report.
- Troubleshooting.
- Ensuring compliance with all HO requirements.
- Sees that there is a high level of customer service.

### **3. Shuddhi Jewels ( MMTC Gitanjali – JV)**

<b>Organization</b>	:	<b>Shuddhi Jewels (MMTC Gitanjali – JV)</b>
<b>Designation</b>	:	<b>Store Manager.</b>
<b>Duration</b>	:	<b>From 5<sup>th</sup> Jan 2010 to 12<sup>th</sup> March 2014</b>
<b>Location</b>	:	<b>Vishakhapatnam</b>

#### **Job Profile**

- Achieving sales targets through primary & secondary sales management
- Motivating, directing, and monitoring the sales team.
- Attending product and service related Issues.
- Keeping the track of competitor activities.
- Preparing daily & monthly report.
- Timely submission of reports to H.O.
- Responsible for the cashiering & Inventory
- Handling the store in all the required aspects.
- Responsible for the customer service desk and customer complain handling.
- Sales v/s Target analysis and monitoring product training to new staff.

## **Education**

**B.A.** From Yashwantrao Chavan Maharashtra Open University Nasik.

**L.L.B.** From Swami Ramanand Teerth Marathwada University Nanded.

## **Technical Skill**

- Basic knowledge of computer software's and hard wares.
- Ms Office & internet

## **Retail software's used in retail sectors**

1. Orior.
2. Ginesys.
3. ETP (Enterprise Technology Partners).
4. Tally
5. Acme Infinity-ERP

## **PERSONAL DETAILS**

Nationality	:	Indian
Date of birth	:	1 <sup>st</sup> June 1987
Marital status	:	Married
Hobby	:	Making friends and Listening Music
Language knowledge	:	Marathi, Hindi, English.

**Place:**

**Date:**

**VINAY N. KULTHE.**