

SHUBHAM DILIP GHODKE

OBJECTIVE Dynamic and result-oriented **Sales & Operations Professional** with over **6+ years of experience in the jewelry retail industry**, including roles at Ranka Jewellers and P. N. Gadgil Jewellers. Proven expertise in **sales execution, team supervision, customer service, stock management, and backend operations**. Successfully led a team of 16 members, maintained inventory accuracy, achieved 89% of annual sales targets, and efficiently handled customer orders and cashier duties. Adept in **MS Excel, billing software, and internal supply chain processes**. Seeking a challenging role where I can utilize my skills in sales leadership and operational excellence to drive business growth.

WORK HISTORY **OWNER & OPERATIONS MANAGER**

Independent Jewellery Business – (Self-Employed)

May 2019 – November 2023

- Successfully established and operated a jewellery retail shop, managing end-to-end business activities
- Handled inventory procurement, pricing, quality control, and product display
- Delivered excellent customer service, built strong local clientele, and maintained long-term relationships
- Managed cash flow, billing, daily accounts, and vendor coordination
- Oversaw marketing efforts, seasonal promotions, and festive campaigns to boost Sales
- Maintained accurate stock records and ensured timely replenishment
- Used MS excel and point-of-sale software for inventory and billing management

SALES SUPERVISOR

P. N. Gadgil Jewellers Pvt. Ltd. – Pimpri & Hinjewadi Branch

January 2018 – February 2019

- Supervised a team of 16 sales executives at Gold & Silver counters
 - Maintained optimal stock levels and ensured accurate inventory tracking
 - Actively participated in PR and promotional activities
 - Achieved 89% of the yearly sales target through strategic planning and team performance
 - Handled maximum walk-in customer data and managed custom order processing
 - Responsible for checking and evaluating old gold for exchange
 - Managed cashier functions and ensured accuracy in daily billing
 - Gained exposure to Head Office functions including:
 - Inward & outward stock management
 - Inventory control, quality check, labeling, and supply chain coordination
 - Proficient in software operations including billing, Gmail communication, and MS Excel data maintenance
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SALES EXECUTIVE – SILVER COUNTER**P. N. Gadgil Jewellers Pvt. Ltd. – Hadapsar Branch***November 2014 – January 2018*

- Managed the silver jewellery counter efficiently for over 3 years
- Received in-depth training on customer interaction, sales skills, and product knowledge
- Maintained a professional and engaging environment for customer satisfaction
- Regularly achieved monthly sales targets and contributed to team success

SALES EXECUTIVE**Ranka Jewellers – Satara Road Branch***November 2012 – October 2014*

- Handled the finger ring counter and assisted customers in product selection
- Maintained counter display and ensured proper stock arrangement
- Developed strong communication and persuasion skills through daily customer interactions

EDUCATION

Class	School/College	Board	Year of passing	Grade
S.S.C.	Shri Shivaji Maratha High school	Maharashtra	2010	Pass Class
H.S.C.	Shri Shivaji Maratha & Junior Collage	Maharashtra	2010	Pass Class

Extra add-on Skills.

- **MSCIT (Maharashtra State Certificate in Information Technology)**
Passed – February 2014
Gained foundational knowledge in computer operations, MS Office, internet usage, and basic IT skills.
- **Typing Course**
Completed – December 2014
Certified in formal typing with accuracy and speed.

PERSONAL DETAILS**Date of Birth:** 25th Sep 1994**Marital Status:** Married**Nationality:** Indian**Address:** Flat No 502, Laxmi Paradise, Mangadewadi, Katraj, Pune – 411046.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. I'm confident that my firm commitment to excellent performance and professional growth will make me a strong contributor to your organization.

Date: / / 2025

Place: _____