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At A Glance

- 14+ years of experience in Retail Industries

■ Experience Summary

- Currently working as a Store manager in Reliance Jewels (Reliance Retail Ltd)

■ Objective

- To achieve a responsible role in an organization, which synergies business development
- With Individual growth.
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■ Work Experience

- RELIANCE JEWELS
- (RELIANCE RETAIL LTD)
- (DATE OF JOINING 13 AUG 2013 TO TILL DATE)
- ROLE: STORE MANAGER
- RESPONSIBILITIES:
- To handle 1558sq ft area of the showroom with the 20 people team.
- Daily counting on daily bases to Nil Shrinkage
- Maintain the customer data based for our sales improvement & growing relationship With customer.
- Customer complaints are satisfactorily resolved.
- Daily Planner
- Briefing & Job Allocation
- CO-ordinate with Marketing team & maintained communication standard.
- To ensure that the correct stock levels are maintained through the section and ensure
- That the fast moving stock is always on display
- Feedback reporting to area sales Manager & HO
- Handling all the jewelry in the Store.
- Responsible for the target achievement of all category.
- Proper manpower scheduling to maintain the availability.
- Giving targets to staff & monitoring it.
- Resolving customer queries and taking proper feedback.
- Maintaining proper display on the Store with all the signage's.
- Nominated 10 time for the Best performer achievement.
- Nominated Pace (program for accelerated career excellence)

- Nominated Enchamp store Manager Training.
- Nominated for best store manager on cluster.
- Nominated Best Leader in Cluster.
- Nominated store learning champion in India 2<sup>nd</sup> position.
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- **PREVIOUS COMPANY NAME:-JUST IN VOGUE INDIAS NO-1 LUXURY RETAIL CHAIN AT NASIK CENTRAL**
- **(FUTURE GROUP)**
- **(DATE OF JOINING 07 JAN.2012 TO 10-AUG-2013)**
- **ROLE: SUPERVISOR CUM ASST,STORE MANAGER**
- **RESPONSIBILITIES:**
- To handle 1050sq ft area of the store with 15 staff.
- Involved in the Store set up from day one.
- Global counting on daily bases to control shrinkage...
- Maintain the customer data based for our sales improvement & growing relationship With customer.
- Customer complaints are satisfactorily resolved.
- Daily Planner
- Briefing & Job Allocation
- CO-ordinate with Marketing team & maintained communication standard.
- To ensure that the correct stock levels are maintained through the section and ensure
- That the fast moving stock is always on display
- Feedback reporting to area sales Manager & HO
- Handling all the brands in the Store.
- Responsible for the target achievement of all brands.
- Proper manpower scheduling to maintain the availability.
- Giving targets to staff & monitoring it.
- Resolving customer queries and taking proper feedback.
- Maintaining proper display on the Store with all the signage's.

- **PREVIOUS COMPANY NAME: GOVIND DANDE & SON'S**

- **DESIGNATION: SR.JEWELLERY ADVISOR.**

- **JOB PROFILE: SALES STAFF CUMM VISUAL MERCHANDISER**
- Working on Retail Logistic last 4 years,

- To achieve Estimated Business in terms of Turnover and Pcs every month.
- Advise customers about on- going promotional activities..
- Advise customers about shop n save program.
- Handover the purchase to the customer with a warm smile and a *'Thank you'*
- To carry all instruction from the seniors for Business improvement and smooth operations.
- To take every month physical count of store inventory as per time line.
- To fill up every day category DSR after closing sale.
- Perform regular sales duties as per manager's guidelines.
- To ensure all new arrival of stock must be in display of respective category in charge within 24 Hrs.
- I have also experience real diamond jewellery & Gems stone
- I personally handling the customer, and make happy & satisfied to customer
- I also experience in gold, silver and forming jewellery
- I also experience also PRO (Public Relation Officer), I suggest to customer for new design & customers benefit,
- I also make a bonding between customer & myself,
- also bring customer with me for purchasing,
- I also check gems & stone through binocular,
- Briefing & Job Allocation
- Global counting on daily bases to control shrinkage.
- Maintaining proper display on the Store with all the signage's.
- Directly responsible for the target & achievement of the section
- Directly responsible for the pilferage/shrinkage for the whole floor
- Responsible for the stock Inward & outward of the floor
- Looking after the visual merchandise of the floor.
- Achieving individual target Generating reports & mailing
- Inward & outward of the stocks
- 2) House Keeping Management
- Department vice work distribution to HK'S
- Daily inspection of college campus
- Preparation of House keeper's monthly payment sheet
- Manpower management
- Daily Planner
- Briefing & Job Allocation
- 3) Security team handling:
- Work distribution to security department
- Payment sheet preparation
- day-to-day selling operation

## ■ Achievements

- Awarded for highest bill.
- Awarded for best Supervisors of month.

- GOM achievement 10times
- Successfully completed SPARK and SEVA Training

### Strengths

- Leadership Qualities like initiation, patience and motivating members.
- Adaptive with good grasping power.
- Passionate to do work with punctuality and responsibility

### Education & other Qualification

- Completed 3rd year B.A from PUNE UNIVERSITY.
- Passed HSC from PUNE UNIVERSITY.
- Passed SSC from PUNE UNIVERSITY.
- Completed basic course of computer in MS-OFFICE

### PERSONAL

Name	:	Anis Shabbir Shaikh
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