

Name : Pradeep Timilsina
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PROFESSIONAL PROFILE

As an experienced Assistant Store Manager, I bring over 2 years of expertise in retail management, focusing on enhancing customer satisfaction and driving sales growth. My background includes overseeing daily store operations, managing inventory, and leading a dynamic team to achieve performance targets. I am adept at implementing efficient processes, training staff, and fostering a positive shopping environment. My commitment to excellence and passion for retail make me a valuable asset to any team, dedicated to delivering exceptional service and operational success.

CORE SKILLS

□Account Management.	□Critical Analysis, problem-solving skills.
□Ability to Adapt.	□Strong organizational skills, multi-tasking.
□MS Office (MS Excel, Word, PowerPoint).	□CRM Expert.
□Data entry.	□Data Analysis.

CAREER SUMMARY

Assistant Store Manager — Saleways shopping center

Responsible for managing and not afraid of taking unpopular decisions, With my proven track record of enhancing store operations and driving sales growth, I am confident in my ability to contribute to your team's success. Thank you for considering my application. I look forward to the possibility of discussing how I can add value to your esteemed organization.

- 1. Supervising Staff:** Overseeing daily activities of store employees, providing guidance, and ensuring adherence to company policies.
- 2. Customer Service:** Addressing customer complaints, answering queries, and ensuring a high level of customer satisfaction.
- 3. Inventory Management:** Monitoring stock levels, ordering supplies, and managing inventory to keep the store well-stocked.
- 4. Sales and Profitability:** Assisting in achieving sales targets, analyzing sales data, and implementing strategies to boost profitability.
- 5. Store Operations:** Coordinating daily operations, including opening and closing procedures, cash handling, and maintaining store cleanliness.
- 6. Visual Merchandising:** Assisting with store layout and visual merchandising to enhance the shopping experience and drive sales.
- 7. Staff Training:** Training new employees and providing ongoing training to existing staff to improve performance.
- 8. Reporting:** Preparing and presenting reports on store performance, sales, and costs to the Store Manager.

2.Documents Processor/Document checker -2 Years (2020 to 2022):

Outline: Responsible to meticulously review and verify a variety of documents to ensure accuracy, completeness, and compliance with relevant standards and regulations. Handled tasks such as processing incoming documents, meticulously checking for errors and inconsistencies, and verifying information against source documents and databases.

Key Responsibilities:

- ☐ Review and verify the accuracy of documents before processing.
- ☐ Enter data from documents into electronic systems accurately.
- ☐ Scan physical documents and convert them into digital formats.
- ☐ Conduct quality checks to ensure data integrity and completeness.
- ☐ Organize and maintain both physical and digital files systematically.
- ☐ Collaborate with other departments to gather and verify necessary documents.

QUALIFICATION:

- ☐ A Level (+ 2) 2018 A.D. (Already Attested can provide if required)
- ☐ Diploma in computer application (MS Word, MS Excel, MS PowerPoint, MS Access, Adobe Photoshop, InDesign, Windows, Multimedia, Internet/Email) (Certificate Attached)
- ☐ Google Analytics Certification, Google Analytics Academy (Certificate Attached)
- ☐ Search Engine Optimization (SEO)

PERSONAL DETAILS:

<input type="checkbox"/> Full Name	: Pradeep Timilsina
<input type="checkbox"/> Visa Status	: Cancelled
<input type="checkbox"/> Passport No	: PA1921236
<input type="checkbox"/> Marital Status	: SINGLE
<input type="checkbox"/> Gender	: Male
<input type="checkbox"/> Nationality	: NEPALESE

DECLARATION:

I hereby declare that the details furnished above are true and correct.

Pradeep Timilsina