



RINDO VARGHESE

STORE MANAGER

Ph No: +971 551224975

Email: rindo624@gmail.com

24 Damascus St 3, Al Qusais, Dubai

Visa Status: On Visit Visa valid till 13 September 2024

ABOUT ME

An experienced store manager with over 8 years of experience in responsibly overseeing the daily operations of a store making sure it runs smoothly and effectively. Believes to be a motivated professional with strengths in supervising employees and promoting optimal customer service.

WORK EXPERIENCE

1. STORE MANAGER

Organization: Tech Choice IT SolutionZ, Cochin, Kerala, India

Duration: November 2016 – May 2024

Responsibilities:

- Identified Business requirements for goods, materials and services.
- Handled customer complaints.
- Ensured high levels of customer satisfaction.
- Analyzed inventory data and generated reports to provide insights to the management over purchase decisions.
- Prepared employee work schedules.

2. DATA PROCESS ASSOCIATE

Organization : NdimensionZ Solutions, Cochin

Duration : 2015 June – 2016 October

Responsibilities:

- Provided back end support through data entry for various e-commerce websites.
- Enhanced the sales of the company through data analysis and proper inventory updations.

3. SENIOR PROCESS ASSOCIATE

Organization: Hi-Tech Outsourcing Services, Cochin

Duration: 2013 June – 2015 June

Responsibilities:

- Created and maintained data entry forms.
- Helped in processing sale order forms and purchase reports.

SKILLS:

- Leadership and conflict resolution skills.
- Motivational Skills
- Organizational and time management abilities.
- Administrative skills.
- Accuracy and attention to detail.
- Data Analysis.
- Customer relationship management.
- Written and Verbal Communication Skills.

EDUCATIONAL QUALIFICATION

Bachelor's in Electronics and Communication Engineering	2013
Higher Secondary Education(HSEBoard- Kerala)	2008
Kerala Higher Education – School Level(CBSE)	2006

LANGUAGES KNOWN

English
Hindi
Malayalam
Tamil

DECLARATION

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

RINDO VARGHESE