

GOKUL M G

STORE MANAGER

Bengaluru, Karnataka, India- 560068| 9995257304| gokulmnr703@gmail.com
www.linkedin.com/in/gokul-m-g-a611652a3/ DOB-28/12/1997

CAREER OBJECTIVE

Tactical and results driven Retail/Store Manager, adept at adopting innovative business practices to deliver strategic change to stores while optimizing overall operational efficiency and business profitability. Adept at simultaneously managing and driving multiple workflows to successful completion by managing relations with key stakeholders, vendors, and employees to keep abreast of all developments.

TECHNICAL SKILLS

- MS Office
- MS Excel
- Internet & Email
- Go frugal
- Zakiya Pos
- Data Bases

SOFT SKILLS

- Hard working
- Problem solving
- Self-motivation
- Willingness to learn new things
- Time management
- Positive attitude

EMPLOYMENT INFO

Store Manager

Offshore Infrastructures Limited (Feb 2018-May 2022)

Key Responsibilities:

- Planning and executing daily activities of the warehouse.
 - Record the store material receipt and consumption on a daily basis.
 - Maintain MIS reports for warehouse activities.
 - Arranging of internal and external audit.
 - Storage process based on inventory Norms and storage type.
 - Coordinating with finance, purchase, production, and customer care department.
 - Issue of materials as per the indent for different works.
 - General supervision on the site regarding wastage of material, improper use of material etc.
 - Plan and organize stocks in warehouse as per safety norms.
 - Maintain records of departmental tools, machinery etc. onsite.
 - Order, receive and handle stock in the warehouse.
 - Monitor the material shortage list and necessary steps will be taken.
 - Preparing project related report for day-by-day progress of warehouse.
 - Verification of book stock and physical stock every month and maintain and manage inventories accurately.
 - Follow the 5s as per the company norms.
 - Preparation and implementation Standard of Operating Procedure (SOP) for warehouse.
 - E-Commerce Business.
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Store Manager

Paudhe Se Yaari (Aug2022-Dec 2023)

Key Responsibilities:

- Sales management.
- Maintaining statistical and financial records.
- Maintain records of electricity and water bills.
- Record the store material receipt and consumption on a daily basis.
- Dealing with customer queries and complaints.
- Overseeing pricing and stock control.
- Maximizing profitability and setting/meeting sales targets, including motivating staff to do so.
- Preparing promotional materials and displays.
- Liaising with head office.
- Managing Budgets.
- Monitor sales figure and inventory planning.
- Focus on customer enrollment and business volume.
- 100% SOP implementation and adherence by team.
- Updates the stocks periodically.
- Monitor the material shortage list and necessary steps will be taken.

EDUCATIONAL QUALIFICATION

- **MBA. Financial Management** (2020-2022)
Bharathiar University, Coimbatore, Tamil Nadu
- **B Com. Finance** (2015-2018)
University Of Calicut, Kerala

SAP KNOWLEDGE

- GRN of Inward and Outward stock from plant and our various warehouse
- Sales and Dispatch where Ideal with Billing of Local Sales stock transfer memo, etc.
- Purchase Order, Purchase requisition Generation and the related work.
- Stock Management, Managing and co-ordination of SAP entries.

DECLARATION

I, hereby declare that the above-furnished statements are true, complete, and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false/incorrect/incomplete/ineligible, my candidature is liable to be rejected or cancelled.

Place: **Bengaluru**

Yours Sincerely
GOKUL MG