

## CAREER OVERVIEW

Assistant Store Manager with 2 plus years of experience, driven to apply a strong work ethic and motivational skills to achieve store goals, as well as employee and customer satisfaction. To secure a position where my current skills will be put to use and the opportunity to expand my knowledge in new areas as available. for professional growth through continuous learning and development.

## CORE COMPETENCIES

- Communication Skills
- Decision Making
- Account Management
- Reporting
- Time Management
- Leadership
- Email Management
- Team Work
- Problem-Solving Skill

## Tools

- Multifonds
- Intellimatch
- WebEx and Zoom
- Neolink
- Viteos Universe
- Winigate
- 2s Doc
- Microsoft excel
- Bloomberg
- Microsoft office

## WORK EXPERIENCE

### Golden Hypermarket (June 2022 – July 2024)

- Assist the Retail Store Manager in planning and implementing strategies to attract customers
- Coordinate daily customer service operations (e. g. sales processes, orders and payments)
- Monitor and maintain store inventory
- Evaluate employee performance and identify hiring and training needs
- Supervise and motivate staff to perform their best
- Analyze consumer behavior and adjust product positioning
- Handle complaints from customers
- Research emerging products and use information to update the store's merchandise
- Create reports, analyze and interpret retail data, like revenues, expenses and competition

### MRF Ltd (August 2021 – Feb 2022)

- Petty Cash Book ( Accounting of day to day incomes and expenses)
- Claim Feedings, processing and generate the bills( TAC)
- Order processing and generating invoices.

## EDUCATION

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*2017 - 2019 | Karunya University, Coimbatore*

***Master of Business Administration (MBA) in Finance & Logistics***

*2014 - 2017 | Pratibha College of Commerce and Computer studies*

***Bachelor of Business Administration (BBA) in Finance***

## TRAINING AND CERTIFICATIONS

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- ***Consignment booking assessment (Logistics) by Pradhan Mantri Kaushal Vikas Yogana.***
- ***MS word and Internet under school of management and Computer Studies.***
- ***Business Analytics under Karunya Institute of Technology and Sciences.***

## LANGUAGES

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- *English*
- *Malayalam*
- *Hindi*
- *Tamil*