

Narendra K. Gurjar

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About Me

WORK EXPERIENCE

7 Years

DATE OF BIRTH

Dec 11, 1985

Hello, my name is **Narendra**, I am from Ajmer. I am a passionate and dependable store manager professional with 80 months of experience working in the retail industry. My Responsibilities store Operation, customer Relations, Sale, inventory Control, VM. I enjoy working with a variety of People from all backgrounds.



Education

Master of Arts in Sociology

March 2012

Samrat Prithviraj Chauhan Govt. College Ajmer, MDS University, Ajmer (Rajasthan)

B.Ed. (Bachelor of Education)

March 2010

Central Academy TT College,

Kotra, Ajmer

Bachelor of Arts

Graduated; June 2009

Samrat Prithviraj Chauhan Govt. College Ajmer
University, Ajmer (Rajasthan)

MDS

10+2

May 2006

Govt. Sr Sec School

RBSE Board, Ajmer



Professional Qualifications and Affiliations

- Certificate course in food production from food craft institute, Ajmer.



Skills

- Administrative
- Visual Merchandising
- Retail Operations
- Store Management
- Retail Inventory Management
- Assets Management
- Team Leader & Teamwork Quality



Work Experience

Store Manager, Mini Klub, Ajmer

Currently Working here

Miniklub from the house of First Steps Babywear, was Start in 2013. the One stop shop for /newborns to 8-year-olds.

Assistant Manager, just for kids (Marda' Group), Ajmer

Oct 2021-Sep 2024

Just for Kids is initiated by Marda' Group a trusted name in Organized Branded Retail., Just4 Kids is the destination of choice for all types of kids from formal to semi-formal, active to sportswear, casual to party wear, Indian to ethnic wear and sleepwear to innerwear. These clothes are available for all children between 2 to 14 years.

Roles & Responsibilities

- Reporting, billing and cash handling in the absence of manager.
- Store open and closed.
- Manage Store Visual Merchandise.
- Ensure that the store is clean, safe and presentable for customers.

Assistant Manager, Birla city water park, Ajmer

April 2019 – Aug 2020

Birla city Water Park is one of the largest water parks in Rajasthan. It spreads in 50 bigha.

Roles & Responsibilities

- To solve problem in a timely manner for staff and guests.
- Making sure any problems are fixed before the ride is placed in operations.
- To make and distribute the salary to all staff.
- To managing attendance of employees.
- To track the position of each life guards.
- To coordinate with supervisor regarding cleaning of each pool and rides.
- To add staff on busy days and reducing staff in off seasons.
- Dealing with all school and group bookings.

Store Manager, Red tape Store city square Mall, Ajmer

Oct 2018 – Feb 2019

Red Tape is a brand known for its Leather Footwear's, Red tape Manufactures 6 million pairs of shoes per year from its factories in Kanpur and Noida, Red Tape forayed into the apparel sector in 2006,

Store Manager, Gini and Jony
city square Mall, Ajmer

Oct 2015 -Oct 2018

Gini & Jony is an Indian kid's fashion brand, promoted by the Lakhani brothers, since 1980. The brand sells apparel through a mix of company-owned and franchise outlets, and is currently present in 106 cities with 200 exclusive brand outlets and other large format multi-brand stores.

Fashion consultant, Spykar
city square Mall, Ajmer

June 2015 -Oct 2015

The journey of Spykar began in 1992; Spykar is India's leading Jeanswear brand for the youth,

Customer Service Representative, Effort BPO
AVVNL IT Cell Naka Madar, Ajmer

Dec 2012 – Aug. 2014

Ajmer Vidyut Vitran Nigam Ltd, supply of electricity in 11 districts of Rajasthan, AVVNL gave tender to EFFORT BPO Pvt. Ltd. regarding customer's complaint problems.

Roles & Responsibilities

- The primary task of a BPO executive is to handle calls from customers or clients and provide them with a solution to their queries.
- Dealing with Calls in a highly professional Manner.
- Handling Complaints in a diplomatic way
- Must discuss every matter with its supervisor or team leader to get any issue sorted.
- Expert in listening and resolving problems.
- Assessing the customer feedback, evaluating areas of improvements.

Retail Roles & Responsibilities

- Store Management.
- Morning Briefing.
- Focus on Sale Manage
- Store Visual Merchandise
- Focus on UPT and KPI
- Manager Cash reports.
- Creating bill for the customer after shopping.
- Floor Cleaning & Staff Grooming.
- Maintaining proper Inventory Controls.
- Stock Room Maintain.
- Expert in working pressure situations.
- Ensuring Daily, Monthly Reporting.
- Customer Relations.
- Customer service focused/performance.
- Store open and closed.
- Team Leader and team work Quality.
- Maintain Daily Record of All transactions and Generate Reports.
- Reporting to Area Sales Manager



Computer Proficiency

- Basic knowledge of computer RSC-IT Course from VMOU.
- Email Communication & internet



Hobbies and interests

- I like traveling
- Photography
- Cooking



Personal Details

Father's Name: Mr. H.R.Gurjar

Marital Status: Married

Address: Kripal Nagar Gulab Bari Ajmer (Raj.)

Languages Known: English & Hindi