



SAIM RIZVI

CONTACT



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New Delhi

SKILLS

- Decision Making
- Organizational Skills
- Team Building
- P&L
- Communication & Influence
- Visual Merchandising
- Retail Marketing
- Cost Control
- Operational Planning
- Customer Engagement

PROFESSIONAL SUMMARY

Retail professional with 17 years proven record of achieving organization goals, now seeking senior managerial role where I can capitalize on my leadership skills and diverse experience, thereby contributing positively towards achieving organizational goal.

EXPERIENCE

June 2022 - November 2023

SR.DEPARTMENT MANAGER

METRO - CASH & CARRY

- Managing a team of 2 team leaders, 4 assistant team leaders and 50 team members
- Responsible for operations, sales and profit
- Responsible for maintaining company retail standards and operating procedures
- Coordination from buyers and support team for bulk sales
- Ensure that associates are well trained on effective selling techniques
- Responsible to keep to shrinkage under 0.3%
- Managing staff schedule to ensure maximum coverage for excellent Customer service
- Ensuring stocks are prominently displayed according to festivals and events
- Maintaining correct inventory levels to maximize sales
- Periodic review of various financial and stock reports and act accordingly.

August 2013 - May 2022

MANAGER - RETAIL OPERATIONS

SPENCERS - HYPER MARKET

- Ensuring full compliance of all brands standards
- Reviewing financial data on weekly basis and adjusting business plan accordingly
- Successfully led the team of 1 Floor Manager, 4 Team Leaders and 45 team members
- Ensure that associates are well trained on effective selling techniques
- Work on no movement report, stock status report, negative on hand report etc
- Providing support for visual merchandising, inventory, maintaining customer and sales data
- Increasing top line sales by redesigning display and floor layout
- Maintained inventory variances under 0.2%
- Conducted regular meetings with merchandising team to ensure maximum availability of products
- Promote the private label brand to have improved margins

- Conducting market visit for learning new trends.

June 2011 - July 2013

TEAM LEADER - FMCG

WALMART (CASH&CARRY)

- Mentored and coached team members to ensure successful performance
- Delegated tasks to team members according to project requirements and employee strengths
- Provided guidance to the team on best practices for completing tasks efficiently and accurately
- Motivated team to achieve optimal results through effective communication and interpersonal skills
- Mentored junior staff by providing advice on how to handle challenging situations effectively
- Coached individuals to develop their technical knowledge as well as soft skills such as communication, teamwork
- Cultivated an environment of trust, respect, collaboration, and accountability among the team members.

April 2010 - May 2011

SUPERVISOR - FMCG

CARREFOUR - CASH & CARRY

- Finding non-moving products and suggesting offers
- Responsible for achievement of monthly targets, % contribution of the department
- Responsible for controlling ageing stocks and advising store manager on the same
- Responsibility of getting right quality of stock at the right time
- Manpower planning and duty sheet preparation for a team
- Looking after store, stock, display, FIFO, replenishments
- Planning various sale aspects to achieve monthly targets
- Maintain all process on daily basis given by company
- Handling sales, customers and cash
- Controlling expenses
- Tracking customer database and giving info to customer about new offers and new products.

May 2006 - February 2010

SECTION HEAD - FMCG

SPENCERS - HYPER MARKET

- Collaborated closely with other departments to ensure cross-functional alignment across projects
- Encouraged employee engagement through positive reinforcement techniques such as rewards and recognition schemes
- Managed all aspects of departmental operations, including budgeting, scheduling and resource allocation

- Provided leadership during times of organizational change, helping teams adjust effectively to new circumstances
- Reviewed existing policies and procedures regularly, making changes as necessary
- Ensured compliance with relevant regulations and industry standards by implementing robust quality control systems.

EDUCATION

January 2007

Executive MBA (Retail)

Shobhit University - Meerut, India

REFERENCES

References available upon request