

ISMAIL M JAGIRDAR
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OBJECTIVE

To work in a vibrant atmosphere that involves a good combination of team skills and individual responsibility and give my best to achieve the goals of the organization of which I would be a part. Good inter-personal & communication skills.

WORK EXPERIENCE

- **Working with VIVA Supermarket as a Team Member .**
- **Worked with Supermarket 24/ 7 as a Supervisor : June 2022 – December 2022.**
- **Worked with Reliance Smart as a Assistant store Manager: 2020 – 2021.**
- **Worked with Reliance Smart as a Department Manager: 2019 – 2020.**
- **Worked with Future Group (Foodhall) as a cashier: 2018-2019.**
- **Worked with Vodafone Idea Ltd as a cashier & Executive :2014-2018.**
- **Worked with D mart as cashier for 1 year and 4 months :2011-2013.**

KEY ROLE

- Supervise all the staff and the store,
- Main duties to do the opening or closing of store according to company SOP
- Handle the petty cash & give proper handover to accountant for cash tally.
- To check the merchandising of store & supervise the staff to set the store according to given format
- Dealing with Customer complaints & make sure every customer is satisfied with our customer service
- Give training to the staff for the new product and current event happening in store to make them well aware to the product to fulfill the customer needs
- Responsible for making daily & weekly report
- Make sure proper inventory is made for order to insure the overstocking and stock out of sku's. responsible for vendor management
- Follow the promotion activity which is conducted by company team and make sure everything is implemented according to marketing team needs
- Achieve the daily, weekly, monthly target according to store budget.
- Plans department layout or merchandise or advertising display.
- Prepares sales and inventory reports.
- Working with senior management and other peers for strategy development and execution planning.
- Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Protect employees and customers by providing a safe and clean store environment.
- Maintain inventory by implementing purchasing plans and staying in contact with vendors.
- Provide training to improve the knowledge base of the staff and utilize cross-training methods to maintain productivity when employees are absent.
- Manage all controllable costs to keep operations profitable
- Manage stock levels and make key decisions about stock control
- Analise sales figures and forecast future sale.

ACHIEVEMENTS

- Awarded for Best cashier in the month of June 2016.
- Awarded for Customer Service in the month of March 2018.
- Awarded for Sale performance in the month of May 2018.
- Awarded for customer service in the month of August 2018.

ACADEMICS

M B A
DIGITAL MARKETING

Yashwantrao Chauhan University

2018

SKILLS

- Customer Service.
- Communication Skills.
- Multi-Tasking.
- Initiative.
- Time Management.
- Working Under Pressure.
- Problem Solving.
- Team work.
- Cultural Awareness.
- Commercial Awareness.

PERSONAL DETAILS

Date of Birth: - **17th July 1991**
Languages Known: - **English, Hindi, Marathi**
Marital Status - **Married**

(ISMAIL M JAGIRDAR)