

Roisin Amalraj

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Visa Status : Visit Validity 28th October



Career Objective

- Seeking position to contribute my skills, knowledge and satisfaction in an established organization. I'm a fast learner who adapts quickly to change and will hit the ground running.

Profile Summary

- To lead the team, and be the first port of call.
- 5.5 years of experience as Senior Fashion Adviser in Hyderabad.
- Maintain customer satisfaction by resolving issues through conducting incident investigations with follow-up as needed
- Preparing bi weekly/monthly reports to Dept. Manager.
- Training new employees locally and over different states (Vijayawada and Bangalore.)
- Effective communicator adept in delivering superior customer service
- Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals.
- Ability to work independently with less supervision as well as in a team environment.

Employment Experience

Company : Zivame
Period : January 2021 - August 2023
Designation : Senior Fashion Adviser & Inventory Coordinator

Company : Sweet Dreams
Period : March 2018 – January 2021
Designation : Fashion Adviser

Job Profile: Senior Fashion Adviser (Zivame)

- As a Senior Fashion Adviser at Zivame my responsibilities are Ability to achieve given sale targets and achievement of targets.
- Ensure maximum possible repeat customers due to good shopping experience. Managed merchandise levels and store appearance Visual Display arrangements.
- Good relationship with customers and Customer Feedback.
- Greeting the customers, advising them about new products & promotions. Profound ability to sell and explain features advantages and benefits of all merchandise.
- Increased revenue through add on sales and by retaining customer satisfaction. Set up brand, arrange display and maintain VM standards.

- Supported day-to-day inventory and operation activities for assigned locations.
- Monitored in-transit shipments and back order inventory.
- Performed return to warehouse for overstock, obsolete, and recalled inventory returns.
- Processed and monitored movement of inventory between locations.
- Completed monthly physical inventory counts and adjustments for multiple locations.
- Reviewed and maintained inventory and operation records for accuracy.
- Recheck and confirm that invoices received are taxable in all (VAT) countries and notify Op's/suppliers with missing data on the invoice.
- Ensure documents completeness with each received PO, (PO, GRN, Invoice), and DN's CN's where applicable.
- Match system reports (PO received/Invoices) and make sure all invoices are physically received, notify, and follow up with Op's on missing invoices Start the invoice matching process either manually or through any customized system:
- Compare system reported invoices vs. the physical received invoice at total level.

Computer Skills

- Computer Application Ms. Office 2007. (Excel, Word, Power Point and Outlook).
- Typing Speed: 75 word/m.

Interpersonal Skills

- Excellent interpersonal skills to enable effective and influential internal.
- Positive mindset to deal with all challenging situations.
- Ability to manage sensitive confidential issues.
- Maintain a high degree of credibility, independence, integrity, confidentiality and trust.
- Self-motivated and Goal oriented

Personal Information

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| • Birth Date | 30th April 1995 |
| • Religion | Christian |
| • Marital Status | Single |
| • Nationality | Indian |
| • Passport Number | W0583143. |
| • Visa Status | Visit Visa |
| • Languages | English, Hindi, Telugu and Tamil. |
| • Hobbies | Listening to music, Playing Cricket. |

I hereby declare that the above information is true and correct to the best of my knowledge.