



Saif Ali Popatiya

EXPERIENCE

March 2017 - April 2022

Assistant Manager/Retail Sales supervisor, franchise One Stop |
Reading, United Kingdom

- Supervise and co-ordinate sales staff and cashiers
- Resolve issues that may arise, including customer requests, complaints and supply shortages
- Maintain specified inventory and order merchandise
- Maintain food safety standards and continue to improve on delivering great services
- Prepare reports regarding sales volumes, merchandising and personnel matters
- Hire and train or arrange for the training of new sales staff and monitor and report on performance
- Ensure the visual standards and image of the store are maintained, such as store displays, signage and cleanliness
- Performing key holding and managerial duties, such as opening and closing the store, managing escalated complaints, developing and implementing marketing strategies, and signing for deliveries
- May perform the same duties as workers supervised
- Printing and maintaining promotional SEL labels and following up email updates regarding changes in policies, promotions, community guidelines, etc.

April 2013 - August 2013

Call Centre Representative Sisodiya limited, Campaigns | India

- Responsibility includes
- Taking inbound calls on VoIP (Voice on internet protocol)
- Making outbound calls to interested parties
- Handling medical campaigns
- Personal loans, mortgages, payday loans
- Meeting monthly targets
- Working in the night shifts
- Maintain call center database by archiving the essential information
- Doing additional selling by offering the deals which are desired by the customers
- Clarifying the issues, queries of customers.

EDUCATION AND CERTIFICATIONS

2024

Digital Marketing

Google Skill shop

2016

BA (HONS) | Business Management

Sunderland University, London, United Kingdom

Diploma | Computer Hardware and Networking

DHN, India

📍 Dubai, United Arab Emirates

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✉️ Saifpopatiya94@gmail.com

PERSONAL DETAILS

Date Of Birth: 22 MAY 1994

Gender: Male

Nationality: Indian

Passport Details: Y8398438

Visa Status: Tourist,

Visa Validity: 60 days from 10th
January 2024

PROFESSIONAL SUMMARY

A highly competent, self-motivated and flexible management assistant with experience working as part of a team in a busy working environment. Well-organised, Presentable, and able to establish good working relationships with a range of different people.

CORE QUALIFICATIONS

- Customer Service
- Planning & Organising
- Ability to manage conflicting demands
- Data, Stock and Cost Management
- Marketing, Sales And Promotions
- Digital Marketing

LANGUAGES KNOWN

English, Hindi, Gujarati: First
Language

