



TARUN SHARMA

RETAIL STORE MANAGER

CONTACT

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44, Old Sindhi Colony,
Berasia Road, Bhopal, M.P

EDUCATION

2009

GOVT HAMIDIA ARTS AND
COMMERCE COLLEGE • BHOPAL

- Bachelor of Commerce

2006

RED ROSE HIGHER SECONDARY
SCHOOL • BHOPAL

- Intermediate

SKILLS

- Customer Service
- Astute in MS Office
(MS Word, Excel & PowerPoint)
- Sales Management
- Team Leadership
- Communication (Verbal, written).
- Problem- solving

PROFILE

Result-driven Retail Store Manager with over 10 years of experience in sales, customer service and team leadership. Proven track record of maximizing sales and profitability through strategic planning, effective merchandising and a strong focus on customer service. Skilled in inventory management, staff development and operational efficiency, consistently achieving targets and elevating store standards. Dedicated to continuous improvement, adaptable to changing retail trends, and committed to exceeding company goals and customer expectations.

WORK EXPERIENCE

QS-MART (SUPERMARKET), Ahmedabad,
Gujarat.

2023—Present

Retail Store Manager

- Exceeded sales goals by 20% and accomplished business objectives by inspiring staff and promoting target products.
- Optimized store displays and appearance via strategic merchandising.
- Offered hands-on assistance to customers, assessing needs, and maintaining current knowledge of consumer preferences.
- Managed store organization, maintenance, and purchasing functions.
- Trained and mentored staff, resulting in a 30 % improvement in customer satisfaction scores.
- Recruited and retained top talent, with focus on completing timely performance evaluations, providing positive feedback, and rewarding superior performance.
- Maximized sales and minimized shrinkage through excellent customer service and adherence to standard practices.
- Managed store employees successfully in fast-paced environment through proactive communication and positive feedback.

RadhaKrishna Wooden Hub • Ahmedabad,
Gujarat.

2019—2022

Store Manager

- Recommended products based on customer needs and desires
- Prepared sales slips and contracts arranged delivery and facilitated special requests and orders

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

MODULES COVERED

- Fundamentals of Computer
- MS-Office(Word, Excel, PowerPoint)
- Accounting Software (Tally. ERP9)

- Generated new business through successful networking and marketing. Client servicing and Development through creation of a constantly superior, personalized experience.
- Responsible for the design and maintenance of customer products programs.
- Developed and maintained relationships with buyers, new customers and existing clients at all levels of the organization.
- Quoted prices, prepared proposals, and gathered information on marketing trends and competitive comparisons.
- Integrated research, development, sales, and marketing strategies to successfully integrate new products and service, revise existing product lines and sales strategies in the market area.

Westzone Supermarkets LLC • Dubai, UAE

2018— 2019

Warehouse Co-ordinator

- Receive, processed and moved inbound warehouse materials properly.
- Prepared and utilized bills to ensure accuracy of incoming shipments.
- Performed quality checks of inventory goods and rejected all damaged materials.
- Conducted inventory counts and maintained proper inventory- level of warehouse items.
- Created and maintained correct and complete records of all goods received and delivered.
- Assist with expired products inspection.
- Supervised a team of 10 employees.
- Coordinated with internal departments to smoothen warehouse activities and streamline the operation flow.
- Demonstrated exemplary attendance and work habits.
- Performed rack/floor checks, zero confirms and order breakdowns.

Fitoor- Clothing label• Bhopal, MP

2013— 2018

Store Manager

- Client servicing and development through creation of a constantly superior, personalized experience.
- Curating, sourcing and sampling of unique, best in class fabrics and designs to set the brand apart from others.
- Generate delegate sales revenue in line with agreed targets and objectives.
- Be a strong positive customer focused sales executive when dealing with clients.
- Work well in a team environment, giving ideas and working collectively with all members to grow our division.

Property Consultant

2011— 2013

Freelancer

- Sold property worth of lakhs while assuring profit to the client as well as the seller.
- Successful in client acquisition as well as maintaining relations with the clients.

- Systematically established the concept of independent property consultant.
- Utilized networking skills to develop a very lucrative network of commercial and residential clients.
- Co-ordinated with other agents to develop and grow the property sales.

● **National Future Videos• Dubai, UAE**

2009— 2011

Store In charge

- Managed operations of the firm to accomplish business strategy goals.
 - Successfully achieved targets within the set deadlines.
 - Maintained close working relation with clients.
 - Advised senior management on best routes and strategies to implement in order to achieve business development.
 - Joined as a sales representative and later got promoted as store in charge within 6 months keeping in mind my hard work and dedication towards my work.
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