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EDUCATION

Bachelor of computer application

Madhav Vigyan Science
College, Ujjain, India, India

Higher Secondary Certificate Mahadji Shindig Higher Secondary School, Ujjain, India, India

PERSONAL DETAILS

Date of Birth: 03/01/1996 Nationality: Indian Marital Status: Single

VIJIT MANTHANI

Retail sales associate

PROFESSIONAL SUMMARY

Driven professional with extensive experience in retail operations, sales, customer service, and financial management. Since **November 2020**, I have managed operations at **Future Star Supermarket**, while also serving as a **Sales Executive and Assistant Accounted** at **Future Food Stuff Trading Company, LLC**. Proven expertise in **merchandising, team supervision, cashiering, and managing client follow-ups**. Adept at fostering strong customer relationships, improving customer satisfaction, and enhancing team performance. Skilled in analyzing market trends and data to uncover business opportunities, and drive sales growth. Possessing a valid **UAE driving license**, I excel in maintaining smooth operational workflows while achieving targets and contributing to a growth-oriented company.

SKILLS

Retail Marketing Planning

Merchandising Strategy
Development

Accounts Payable Management

Skilled in Microsoft Office
Applications

Invoicing Management

Documentation Management

Client Communication

Invoice Preparation

WORK HISTORY

Reconciliation

December 2020 - January 2025

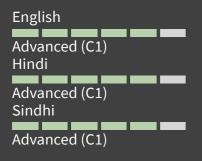
FUTURE STAR SUPERMARKET - Sales Assistant, Abu-Dhabi (UAE)

- Provided service with a smile, offering courteous, helpful advice to best meet customer needs.
- Greeted customers and offered assistance with selecting merchandise, finding accessories and completing purchases
- Handled customer inquiries, complaints, and returns professionally, ensuring a positive experience for all clients.
- Helped customers locate products, and checked the store system for merchandise at other sites.

Gender: Male Religion: Hindu Passport: X3022820 Other: India Contact No:-

9171816407

LANGUAGES



- Managed inventory to ensure optimal stock levels, minimizing overstock, and out-of-stock situations.
- Kept up-to-date records of daily sales activities, monitoring progress toward individual goals.
- Fielded customer questions to share information about products, availability, and pricing.
- Collaborated with team members to achieve a cohesive and efficient store environment.
- Increased store foot traffic with innovative window display designs.

December 2020 - January 2025

Future Foodstuff Trading Company LLC - Assistant Accountant, Abu-Dhabi (UAE)

- Maintained detailed financial records of accounts receivable and payable status and bank reconciliations.
- Reviewed general ledger entries and assessed accuracy.
- Assisted with timely month-end closing procedures, resulting in accurate financial reporting.
- Developed strong relationships with vendors by fostering environment of trust.
- Reduced invoice processing time with efficient data entry and verification of accounts payable transactions.
- Facilitated month-end and year-end closing processed to support accuracy and completeness of financial reports.
- Developed and executed annual marketing strategies for new consumer goods in the FMCG market, driving successful wholesale and retail supply to offices across the UAE.
- Holds a valid UAE driving license for flexibility in tasks such as CHQ collection and delivering goods.

October 2019 - November 2020

TELEPERFORMANCE D.I.B.S (XIAOMI) - Technical Support Executive, Indore, India

- Built and maintained customer trust by ensuring ongoing communications until resolution via inbound calls & emails
- Guaranteed client satisfaction, consulting with QA to verify company standards were met
- Resolve technical issues related to network interruptions
- Actively update, maintain and monitor all aspects of computer networks

January 2016 - January 2017

E-City SUPERMARKET - Supervisor, Dubai (UAE)

- Built customer retention and satisfaction by delivering topquality service
- Organizing, Planning, and Prioritizing Work Developing specific goals and plans to prioritize, organize, and accomplish your work
- Making Decisions and Solving Problems Analyzing information and evaluating results to choose the best solution and solve problems
- Helping the team understands performance targets and goals February 2015 January 2016

E-CITY SUPERMARKET - Cashier/Account Manager, Dubai (UAE)

• Performed accurate cash counts at store opening and closing

- Operated cash registers with proficiency during high-volume shopping times, reducing customer queues
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times
- Helped customers to locate specific products by conducting thorough stockroom checks, delivering exceptional service January 2014 - January 2015

AGGARWAL AUTOMOBILE AGENCY - Assistant Accountant, Ujjain, India

- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable
- Balanced reports to submit for approval and verification
- Completed fortnightly payroll for company employees, including calculating taxes, holiday and sick leave

CERTIFICATIONS

Successfully completed MS Office & Tally course.