



VIJIT MANTHANI

Retail sales associate



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Dubai UAE



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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

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



Retail Stock Merchandising



Accurate Data Entry



Accounts Payable Management



Skilled in Microsoft Office Applications



Invoicing Management



Documentation Management



Client Communication



Invoice Preparation



Financial Statement



Reconciliation



WORK HISTORY

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

English



Advanced (C1)

Hindi



Advanced (C1)

Sindhi



Advanced (C1)

- 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 top-quality 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.