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**Arif Shaikh**

At Neral (Khanda), Tal: Karjat, Dist: Raigad, pin: 410101

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**SUMMARY OF experience & achievements.**

* 10+ Years core experience in Research & Retail industry.
* 5 years of core experience in working on field as health investigator. & freelance consultant for NGO’s.
* Achieved RMP (Retail Management Program) certificate in Jawad organization.
* Strong commercial awareness & excellent communication skills to set as customer service passion on shop floor.
* Visited Bahrain and Dubai for purchase and style selection in Hush Puppies Conference (2009-2010-2011-2012).
* Achieved to keep # 1 SMILE store through complete UAE region in 2010 with 10 smile stars employees.
* Dedicated, hard working individual with the intercommunication skills to work at all levels of the organization.
* Outstanding motivator and builder of teams. Works well in both team environments and individual assignments.
* Successful in meeting new sales activities and challenges and finding solutions to meet the needs of the company and customer, effective planning and organizing skills.
* Very Flexible & punctual personality & able to work in team with physical work.
* Specialist of Loss and Prevention & customer service skills and have trained many employees on L & P to avoid stock losses
* Continuously 8 stock takes results are not only under budget, the stock inventories and outwards are 99% corrects and maintained accuracy for two year.
* Good presentation & excellent communication skills and personal organization.

**OBJECTIVE**

Research administrative & Retail management with strong interpersonal and organizational skills with a keen ability to multi tasks a variety of challenges and responsibilities.

**Skills and Proficiencies**

* Ms Word, Ms Excel
* Planning and Scheduling.
* Written Communication.
* Customer Service.
* Interdepartmental Coordination.
* Internet Research.
* Telephone Reception.
* Retail Management.

**ACCADAMIC QUALIFICATIONS.**

|  |  |  |
| --- | --- | --- |
| **YEAR** | **DEGREE** | **INSTITUTE/UNIVERSITY** |
|  |  |  |
| 2011-2014 | B.A | Shoubhit University Meerut (Distance Education) |
| 1999-2001 | Higher Secondary | Neral Vidya Mandir, Neral. |
| 1998-1999 | Secondary School | Neral Vidya Mandir, Neral. |

**COMPUTER PROFECIENCY.**

* + **Operating System** : Windows 7, Windows Vista, Windows 98, 2000, XP, MS-DOS.
  + **Office Packages** : MS Office 2003 / 2007 suite, Adobe Reader, Flash, SAP, TALLY.ERP 9, Retail Pro Global.

**TOTAL YEARS OF EXPERIENCE: - 9 YEARS.**

**Employer: - Sun and Sand Sports LLC, Abu Dhabi- Baniyas Mall. 27/04/2013 – 7 /04/2014**

**Designation: Store Manager – Large Format Store (Lifestyle & Sports)**

**Reporting to: - Operations Manager.**

**KEY ROLE & RESPONSIBILITY:**

* Start & End of the day in Retail Pro Software, supervise the daily cash collection & reconcile the same with the cashier ensure that the funds are deposited promptly in the bank as per company policy to safeguard company's funds.
* Doing and monitoring Inter Branch Transfer In and Inter Branch Transfer Out for goods received and sent back to DC in remote Desktop. & supervise over all showroom activities lead, train, and monitor, motivate the sales team to achieve the set goals & set targets.
* Proper allocation of Merchandise according to merchandise guidelines and brand instructions.
* Preparing Staff Schedule for weekly Rota’s, as well weekly reports (Best seller, Benchmark, Top Ten merchandise, Inventory control and tracking sheets, weekly sales & Brand feedback).
* Responsible for all store operating procedures as well responsible for all store related concerns like customer complaints, staff management, Rota management, stocks intakes and outwards, stock loss targets and management reports.
* Prepare annual sales budget for the store & provide input to line to consolidate to company sales budget.
* Achieve & exceed the store sales target set for the product.
* Ensure general discipline of overall store staffs, effective display of goods in the showroom to attract customers & give maximum exposure to products.
* Regularly co-ordinate with marketing dept for price, availability of existing products & check on new products arrival.
* Proper Indenting of merchandise according to requirement. And also responsible for all Stock losses and action plans.
* Responsible for necessary action when business/sales opportunities comes, and able to manage Retail Store Standards as per brand profile.
* Consistently actions required to full fill customers expectations and to match with company targets and sales level, as well responsible for store P & L (profit and loss).
* Training and Development of staffing, and managing of 16 employees.
* Handled multi brands(Aprox 25) under area of 600 sq meter

**Employer: - Jawad Business Group (Fashion Division) Abu Dhabi- Marina Mall. 26/04/2009 – 16/04/2013**

**Designation: Store Manager / Brand coordinator (Hush Puppies Footwear Fashion Store)**

**Reporting to: - Operations Manager.**

**KEY ROLE & RESPONSIBILITY:**

* Start & End of the day in Retail Pro Software, supervise the daily cash collection & reconcile the same with the cashier ensure that the funds are deposited promptly in the bank as per company policy to safeguard company's funds.
* Doing and monitoring Inter Branch Transfer In and Inter Branch Transfer Out for goods received and sent back to DC in remote Desktop. & supervise over all showroom activities lead, train, and monitor, motivate the sales team to achieve the set goals & set targets.
* Proper allocation of Merchandise according to merchandise guidelines and brand instructions.
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* Ensure general discipline of overall store staffs, effective display of goods in the showroom to attract customers & give maximum exposure to products.
* Regularly co-ordinate with marketing dept for price , availability of existing products & check on new products arrival.
* Proper Indenting of merchandise according to requirement. And also responsible for all Stock losses and action plans.
* Responsible for necessary action when business/sales opportunities comes, and able to manage Retail Store Standards as per brand profile.
* Consistently actions required to full fill customers expectations and to match with company targets and sales level, as well responsible for store P & L ( profit and loss ).
* Training and Development of staffing, and managing of 8 employees.

**Employer:** **Avert Society, Wadala ( Joint Project Of Govt. Of Maharashtra, (USAID & NACO)** **2008-20/4/2009**

**Designation – Freelance Consultant.**

**Reporting to: - Project Officer.**

**Projects:**

* BSS(Behavioral Surveillance Survey for HIV/AIDS prevention) – Maharashtra State
* BSS – Avert Wave V & National Aids Control Organization MTR
* Mapping & SNA (Situational needs assessment) - Targeted Intervention core groups & bridge groups.
* Rapid Mapping Project in 5 Avert districts (Nagpur, Sholapur, Thane, Mumbai & Aurangabad)
* Annual Evaluation of NGOs – Thane district.

**KEY ROLE & RESPONSIBILITY:**

* To support overall outcomes of the programs**.**
* To support Avert team in scaling up of the program, mentoring, documentation of case Studies/success stories, conducting, monitoring &evaluation.
* Providing help to NGOs write report, help them during SNA, Mapping/Revalidation, MTR, and MIS and help Avert Society for data analysis & final report writing.
* To visit the field for handholding and monitor the field activities.
* To scrutinize various data collections formats and help NGOs to conduct interviews if required.
* To help Old NGOs to conduct mapping / revalidation.
* Help Targeted Intervention project based NGO’s in report writing & data validation.
* Making Daily field visit & TA/DA reports and sending to the Project Director through Project Coordinator by soft copy & hard copy.
* Handling communications and correspondence between Avert and relevant agencies.

**Employer:**- **IIPS- International Institute Of Population Sciences** **2005 to 2008**

**Designation: - Research Investigator/ Field Surveyor.**

**Reporting to: - Project Co-ordinator.**

**Projects:**

**RISHTA: -** Research & Intervention in Sexual Health: Theory to Action.

**YOUTH:-** Situation & Need Study

**KEY ROLE & RESPONSIBILITY:**

* Both the projects were having same nature of work, Key role & responsibility was to go on field in certain Rural & Urban areas and collecting behavioral data.
* Appropriate data to be filled in questionnaire.
* Urine collection and to be tested and given report to senior.
* After test treatment in nearest centre.
* Monitoring & Evaluation of the data collected from certain areas.

**EXTRA CURRICULAR ACTIVITIES**

* Two-year certificate course in typing-30 wpm.
* Actively participated in activities like World Aids Day, dramas, Road shows, events etc.

**KEY ROLE & RESPONSIBILITY:**

* Date of Birth: 8/Aug/1984
* Nationality: Indian
* Marital Status: Married
* Language Known: English, Hindi & Marathi
* Interest: Watching movies & traveling

**Reference: Available on request**

**Declaration:**

“I hereby confirm that all the information furnished above is true and accurate to the best of my knowledge. Further may be made available on demand.”

**Yours faithfully**

(Arif I. Shaikh)