

RAHANA RAJAN

Madukkakalayil(H) Edakadathy P. O Edakadathy

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CARRIER OBJECTIVE

To pursue a career with an organization that blends professionalism and dynamism in both its vision and action.

To serve organization which recognizes and nurtures my talent and canalized my energy and effort towards highest individual growth in such a manner, that I can prove to be a valuable asset to the organization

Personal Details

Date of Birth	: 04-03-1998
Gender	: Female
Material Sates	: Single
Nationality	: Indian

Key Skill

- Store Operations
- Sales, Business Development
- New Business Acquisition
- Client Relations
- Negotiations.
- Team Handling
- Client Rapport
- Client Follow Up
- After Sales Services

Languages

- ENGLISH
- MALAYALAM

PROFESSIONAL SUMMARY

- Sales Executive at VanHeusen (11.2023 – Present)
- Sales officer at Wetside, Kakkand (08.2021 – 04-2022)
- Team leader at Reliance trends (03.2020 - 07.2021)
- Accounts officer at Milma, Edakadathy for 6 months.

ACADEMIC QUALIFICATION

- Diploma in Hospital and Administration from International School of Skill Development
- Bachelor of computer application Degree from MGUniversity
- Higher Secondary (+2) from SNDP H.S.S, Venkurinji, Affiliated to Secondary Board of Kerala. (2014 -2016).
- 10th from St. Mary's High School Umikuppa, Affiliated to Board of Kerala

TECHNICAL KNOWLEDGE

- Java
- SQL
- HTML

WORK EXPERIENCE

➤ **Sales Executive at Van Heusen (11.2023 – Present)**

- Customer service
- To ensure proper display
- Proper signage and VM for the store
- Inventory management (P I for High value products)
- Maintaining Plano gram and standard display
- Tracking all inventory movements and generating exception reports
- All Stock have security tagged.
- All new season options has been displayed as mock shop.

➤ **Sales officer at Wetside, Kakkand (08.2021 – 04-2022)**

- Conducting daily meeting with the staffs to discuss previous day sale and target for the current day
- Giving adequate training to the staff (Product and process knowledge)
- Tracking all inventory movements and generating exception reports.
- Maintaining Plano gram and standard display.
- Inventory management (P I for High value products)
- Proper signage and VM for the store
- To ensure proper display
- Motivating Staff to achieve the target
- Customer service
- Coordinating with help desk and clearing customer complaints
- To ensure proper Signage's
- Make sure the KPI's of the store is met on a monthly basis.
- Tracking WBC and DEFECTIVE

Reference

Prajith (Store Manager)

Mob - 7909185087

➤ **Team leader at Reliance trends (03.2020 - 07.2021)**

Key Responsibilities

- Accomplish the department objectives by managing staffs, planning and evaluating departmental activities.
- Maintain staff by recruiting, selecting, orienting and training employees.
- Accomplish staff results by communicating job expectations, planning, monitoring and appraising job results.
- All fixture acrylics clean and dust free with correct signage
- Take huddles for days activity and share sales plan with team and motivate them to achieve targets.
- Corrective action plan for no movement Stock and raise requirement for new product.
- Department's floor set-up as per the department approved layout plan
- Take target to increase ATS (Average Ticket Size) and IPCM(Item Per Cash Memo)-Key Performance Indicator