

SREEJA E S

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7306154627

Thommiparabil House, Malekkadu, Udyamperoor p.o

Objective

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me.

EXPERIENCE

1. DEPARTMENT MANAGER

TATA Westside | 2022 – Present

- Oversee budget preparation and assigned to the department team and Ensure that work assignments are completed on-time.
 - Monitor and supervise the timely arrival of scheduled employees and giving week off's as per ROTA.
- Assist in employee recruitment, orientation, performance evaluation, retention and termination activities.
- Organize job trainings and cross trainings to employees to achieve department objectives.
- Monitoring team performance on hourly daily and monthly basis.
- Conducting team meetings to update members on best practice and continuing expectations

2. DEPARTMENT MANAGER

Max fashion. | 2020 – 2022

- Oversee budget preparation and assigned to the department team and Ensure that work assignments are completed on-time.
- Monitor and supervise the timely arrival of scheduled employees and giving week off's as per ROTA.
- Assist in employee recruitment, orientation, performance evaluation, retention and

termination activities.

- Organize job trainings and cross trainings to employees to achieve department objectives.

3. SR.CRE

Arvind Unlimited| 2010 – 2020

- Monitoring team performance on hourly daily and monthly basis.
- Conducting team meetings to update members on best practice and continuing expectations
- Communicating deadlines and sales goals to team members.
- Managing inventories and stock, keeping detailed record of inventory use and sales.

SKILLS

- Team management
- Selling skills
- Team handling
- Problem solving
- Leadership
- Creativity
- Teaching

RELEVANT SKILLS

- Microsoft Excel
- Power point
- Word

LANGUAGES KNOWN

- Malayalam (Native Language)
- English (Reading, Writing, Speaking)
- Hindi (Reading, writing)
- Tamil (Speaking)

EDUCATION HIGHLIGHTS

- DEGREE - 2012
- PLUS TWO – 2009
- **Class X** -2007

REFERENCE

- Paul boban
Store Manager
Max Fashion
Mob: 8089011011

DECLARATION

- I hereby declare that all information given in this document is true to the best of my knowledge and belief.

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