**NAME-** RAJESH SAHNI

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**Address**-70 FRIENDS COLONY,

OPP DAV COLLEGE

JALANDHAR, PUNJAB

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**OBJECTIVE-**

To establish a career in Finance and accounts sector working with the best of teams, professional excellence in every task, objective to contribute in a substantial manner towards attainment of corporate goals through skilful application of educational qualifications and professional experience gained so far.

**EDUCATION-**

**Anglia Ruskin university, U.K (09/2010 – 02/2012)**

* MASTERS OF BUSINESS ADMINISTRATION

**Guru Nanak Dev University, India- (2006 – 2009)**

* BACHELOR OF COMMERCE

**Dayanand Model School, Jalandhar India**

* Senior Secondary, CBSE Board

**EXPERIENCE-**

**ASSISTANT MANAGER Mancorp, Londis West Byfleet U.K[12/11/2012 – 25/07/2014]**

**Main Duties and Responsibilities of Assistant Manager**

* Dealing with a range of financial services including banking, foreign currency, a variety of insurance products and travel services.
* Issuing road license i.e. Tax disc renewals, changing vehicle tax class, issuing duplicate tax discs and dealing with motor vehicle registrations.
* Handling electronic application services i.e. driving license renewals, biometrics for security service employment applications.
* Accepting payments for wide variety of bills e.g. gas, electricity and water bills.
* Cash drawer maintenances, checking bank account deposits/withdrawals, cash deposits and answering client’s questions.
* Performing post office's weekly balancing i.e. balancing period and trading period.
* ATM /Cash machine's cash loading, weekly cash handling, everyday cash counting and record maintenance.
* Using the Post Office's Horizon computer system for managing transactions and accounts.
* Be responsible for training of staff in the use of Post Office systems.
* Accounting:

Balancing the post office accounts weekly and forwarding relevant paperwork to central processing centres on a weekly basis. Any shortage in the account to be made good immediately and responsible for any shortages in the office, including those caused by any staff the post holder employs, or those caused by negligence. Some transactions must be accounted for on a daily basis and relevant paperwork despatched. Responsible for accurate completion and despatching of paperwork to various sections on a periodic basis.

* Meeting Post Office performance targets.
* Directly accountable for the hiring and on boarding process in their departments; including identifying and organizing hiring needs and involvement in interviewing, selecting and checking references.
* To set the strategies, sales goals and targets for their departments and communicates to associates and to ensure team understands connection between store financial success and bonus programs.
* To maximize department sales opportunities by implementing and reinforcing the inspired selling programs.
* Leverage and develop the sales capabilities of associates by using current selling techniques and selling culture with associates.
* To monitor sales departments’ performance to budget on revenue.
* To manage inventory levels based on business trends in conjunction with the operations product process manager.
* To ensure staffing levels to meet budget requirements.
* To analyse productivity level to established targets.
* To take ownership for customer service resolution process in their departments.
* To perform a lead role in managing loss prevention in store by managing all privacy policy and procedures and to ensure team understands of adherence to all privacy policy and procedures.
* Oversee the front office and cash management processes and ensures relevant policies and procedures are followed.
* To establish and implement a process for ongoing training and coaching in the departments.
* To provide guidance and assistance to supervisors when they prepare performance review.

**Achievements:-**

* Removed the stress of high sales targets by breaking down the annual goal into quarterly, monthly and weekly pounds goals, focused on achieving weekly sales targets and in result increased the weekly sales from 10k to 16k GBP.
* Increased the customer and client numbers by developing personal sales scripts team was comfortable with to introduce new clients to new products or services. Results were repeat business and word-of-mouth referrals, increased our sales and decreased required prospecting time.

**PUBLIC RELATIONSHIP OFFICER- [SAHNI PACKERS PVT ltd] – INDIA**

**[06/04/2009 – 23//07/2010]**

* Planning, developing and implementing PR strategies;
* Liaising with colleagues and key spokespeople;
* Liaising with and answering enquiries from media, individuals and other organizations, often via telephone and email;
* Researching, writing and distributing press releases to targeted media;
* Collating and analysing media coverage;
* Writing and editing in-house magazines, case studies, speeches, articles and annual reports;
* Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;
* Devising and coordinating photo opportunities;
* Organizing events including press conferences, exhibitions, open days and press tours;
* Maintaining and updating information on the organization website;
* Sourcing and managing speaking and sponsorship opportunities;
* Commissioning market research;
* Fostering community relations through events such as open days and through involvement in community initiatives.

**PUBLIC RELATION OFFICER (Part time) SAHNI PACKWELL PVT LTD- INDIA Jan 2008- Feb 2009**

**SHIFT MANAGER- McDonalds - UK**

**18/11/2010 – 25/11/2012**

**SKILLS-**

* Strategic planning
* Profit and loss management
* Team building, forecasting, workflow management
* Client relationship management, market analysis.
* Staff training, cash handling.
* Operations improvement.
* Proven retail, financial service experience in a management role.
* Previous experience of working to and achieving demanding targets within tight budgets, ability to maintain & build relationship with key parties.
* Proven knowledge and experience of motivating and managing a team.
* Working knowledge of managing a store or business profit and loss account

**PERSONAL INFORMATION-**

Date of Birth: 23rd Oct 1986

Gender: Male

Marital Status: Married

Languages: British English, Hindi, Punjabi

(RAJESH SAHNI)