**PAWAN PRASHAR**

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**Career Objective**

To strive and grow with a fast paced corporate house where I can get a chance to fully explore my potential and ensure that my professional career is adequately shaped. To work in an organization that would provide me an opportunity to utilize my abilities and skills in order to prove myself, an asset for that company.

**Attributes**

Goal oriented person with a strong belief in hard work, believe in teamwork and always keen to learn the new things.

**Key Skills**

* Good knowledge of MS Office- Excel (Pivot,Lookup’s), PowerPoint, Word.
* Practical knowledge to utilize of Managerial skills.
* Good in Teambuilding & Staff Supervision
* Good Verbal and Non-Verbal Communication skills

**Industrial Exposure**

**Working with Amway India Enterprises (on roll with Radiant Cash Management Services)**

**Since June6, 2015 till date**

**Position: Cashier**

**Key Responsibilities**:

* Cash Management, Customer relationship.

**Worked with Reliance Retail Ltd.**

**Division: Reliance Footprints Ltd**

**Position: Department Manager**

Ensuring that staff is motivated, monitored and measured in line with company’s targets and performance standards. Responsible for making sure that any gaps in performance or quality are quickly identified and addressed. Sales Targets to be achieved and proper stock check on regular basis etc.

**Company: Cafe Coffee Day (XPRESS DIVISION)**

**Position: Sr Area Supervisor (Jalandhar & Ludhiana)**

**Duration: Since Dec 2011 to May 2014**

Part of a successful team proactively selling, team managing, promoting New produts at outlets level and execution of standards for smooth operations, generating new and repeat business activites in order to achieve sales targets.

**Duties:**

* Managing 7 outlets in Jalandhar and ludhiana locations.
* Setting sales targets & execution of plans with cafe managers to achieve sale on daily basis.
* Creating & executing a territory business plan focused on generating sales.
* Audits and stock check on regular basis.
* Targeting new locations for new outlets to develop new busiess centers.
* Mentoring and training new staff.
* Building long term relationships and offering flexible solutions to customers.
* Having excellent sales acumen and strong service orientation.
* To identify, influence and build relationships with key decision-makers.

**KEY SKILLS AND COMPETENCIES**

* Possess the ability to influence a positive sales outcome with a customer.
* Having the necessary confidence, initiative, motivation and reliability to succeed.
* Able to identify & hunt down sales opportunities.

***Work Experience -***

**Company: ARROW, EXCELUSIVE BRAND OUTLET (Kapsons Agency Pvt Ltd)**

**Position:** ASST STORE MANAGER

**Duration:** DEC,2010 to DEC,2011

**Key Resposibilities**

* Managing a Team of 5 People and Performing Functions
* Leading , Mentoring & Monitoring the Performance of Team Members to ensure efficiancy in Process Operation and Meeting store Targets.
* Conceptualizing & Developing need based Training for Developing multi skilled work force with in sub processes for Optimum Efficiancy.
* Conduct Training Sesssion and Update the Team Members about the change in Policies.
* Increased the Employee Productivity and Overall Efficiancy by Introducing Process and Procedure time to time.
* Preparing daily workloads for staff & co-ordinating the daily allocation of work.
* Motivating the team to achieve high standards and store targets.
* Handling customer enquiries and acting as the face of the business.
* Dealing with and resolving problems and issues which arise.
* Mentoring and training new staff.
* Monitoring & reporting on standards & performance targets.
* Arranging & chairing weekly team meetings, focussing on targets & achievements.
* Implementing new initiatives.
* Involved in the recruitment of new staff.
* Praise team members and creates a positive working environment.
* Ensuring all administrative work is to be done on time.
* Providing prompt and accurate information on individual performance.

**KEY SKILLS AND COMPETENCIES**

* Proven ability to manage through others.
* Strong decision making and problem solving skills.
* Able to motivate and lead others in a team environment.
* Excellent communication skills, both written and verbal.
* An ability to build rapport and trust quickly with work colleagues.
* Able to prioritise tasks and workloads in order of importance.
* Track record of delivering results with deadlines

**Company: Bharti Retail Ltd (EASYDAY, Super Market)**

**Position: TEAM LEADER**

**Duration:** Jan,2010 – DEC,2010

**Profile:**

* Managing store operations with team of 18 people.
* Achieve sales targets.
* Stock check, New stock orders, Cash office management, Shrinkage control, control DUMP
* Creation and execution of sales promotions in store

***Internship -***

**Company: Ludhiana Stock Exchange**

**Project Title**: “Risk Management & Surveillance”

**Duration**: May 2008 – July 2008 (2 months)

**Professional Qualification**

**MBA**from Lovely Professional University, with Specialization in **Finance** and **Marketing**

**Academic Qualification**

MBA Lovely Professional University 2009 70%

B.Com(Prof.) DAV College Jalandhar, (G.N.D.U) 2007 66%

10+2 P.S.E Board 2004 65%

10th P.S.E Board 2002 75%

**Extra-curricular Activities/Achievements**

* Was a part of job placement team of our University
* Participated in Fun Cricket Organized by Lovely School of Business
* Hold the position of event manager in the business club of the campus

**Hobbies/Interests**

Surfing Internet and playing Cricket

**Languages Proficiency**

English, Hindi and Punjabi

**Personal Details**

Father’s name: Late Sh Suman Kumar

Mother’s name: Mrs. Krishna Prashar

Date of Birth: 27thFeb, 1986

Native Place: Jalandhar (Punjab)

**Declaration**

I hereby declare that the above information is true to the best of my knowledge.

**(Pawan Prashar)**