CURRICULUM VITAE

**PERSONAL DETAILS ARJUN DUGGAL**

Residential Address: 7-A, RAMNAGAR, DELHI-110051

Mobile: +91- 7490987076

Date of Birth: 3rd April,1996

Nationality: Indian

E-Mail : [odiguggal1234@gmail.com](mailto:odiguggal1234@gmail.com)

**CAREER OBJECTIVE**

• Seeking an opportunity to become a part of a corporate house and enhance my skills as well as contribute to the organization goals.

• To acquire a position that affords me the opportunity to bring my technical expertise, problem solving skills and willingness to learn to make a Organization successful.

**EDUCATION HISTORY**

Aug 2015 – till Date Delhi University**.**

*Bachelor of Arts.(BA)*

June 2015 CBSE

12th (HSC)

June 2014 – Apr CBSE

10th (SSC)

**WORK EXPERIENCE**

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| --- | --- |
| May 2017 – Current  Aug 2015 – April 2017 | Bata India LTD.  **Assistant Manager**  Responsibilities and achievements:   * Managing and Motivating a team to increase sales and ensure efficiency * Handling and monitor Team size 17 * Managing Stock levels and making key Decisions about Stock Control * Ensuring Standards for Quality, Customer service and Safety are met. * Responding to Customer Complaints and Comments. * Continually seeking ways of increasing customer loyalty, retention,   satisfaction & spend.   * Initiating changes to improve the Business. * Analysis sales Data and forecasting planning.   .  CRO Footin (Bata India LTD.)  Responsibilities and achievements:   * Monitoring and reviewing store performance on a regular daily, weekly and monthly basis. * Responding customer query, And provide solutions accordingly * Coordinates with Ho regarding stock and customer query * Able to develop staff through performance management. * Can support a team and manage both good and poor performance. * Driving and maximising the sales and profitability of the store to achieve   growth.   * Monitoring product availability levels throughout the day & replenishing   stocks accordingly |

**OTHER SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
* Microsoft Office Document Imaging and Scanning – Advanced
* SAP

**Language Skills:**

* Gujarati – (Native Tongue)
* English, Hindi (reading and writing skills)
* Punjabi

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Stock management, People management, Operational management
* Enthusiastic self-starter who contributes well to the team

**INTERESTS AND ACTIVITIES**

* I am always interested to get product/Brand knowledge as much as possible.
* I always in search of new ideas which help in understanding retailing as a broad Perspective.
* I like to collect old coins, paper money ,autograph, stamps(national/international)
* Active member of Rotary club.

**DECLARATION**

* I hereby declare that the above-mentioned information is true to the best of my knowledge & belief.

-Arjun Duggal