D-303 Karnavati Enclave

New maninagar,Near Doon school CTM

Ahmedabad (Gujrat)

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| **Cell No.: 9327599061,8866994460** |  |

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**NARENDRA MISHRA** [**narendra.mishra082015@gmail.com**](mailto:narendra.mishra08@gmail.com) **&narendra.mishra@futureretail.in**

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| **JOB OBJECTIVE** | * To join and grow as a professional with a professional Fast Food and Beverages Organization with retail store wherein I can exercise my skills and knowledge to fulfill my as well as the organization’s goals. | |
| **WORK EXPERIENCE** | * **Department manager/operation manager with future retail ltd (BIG BAZAR) From Jun 2016 to till date.**   **Job Profile:**   * **Working as a department manager from since last 1.3 month taking care of Home Fashion, Home Essentials, Toys and sports along with Stationary, working for achievement of Target as decided by company, inventory management,controle shrinkage, display by MPM and Highlight the offer for costumer attraction and there engagement with section, involvement in all activity by store like,inroll costumer with store loyalty program for increasing the busyness year by year sales tracking every day working with team for sale analyses YOY growth, WOW growth and Monthly growth of section or store.** * **Head cashier with future retail ltd(BIG BAZAR)**   **From Jun 2010 to till June 2016**   * **Handling Most of 4 outlet of Big Bazaar As a senior Head Cashier and Launch some new Outlet of Big Bazaar and Trained new staff for Head Cashier and Cashier and store commercial activity.** * **Worked with project Site Launch from Dec 2014 to June 2015 and new Store Opened @ Sholapur(Maharashtra)** * Store operation SOP implement at store. * Daily Cash, credit card & other company gift voucher Report, sop report, internal audit. * Other Office Routine Work * Collect cash from cashiers. * Handling petty cash and B & C (Billing & Collection): Includes Solution to queries at convenience to customers by providing Billing Assistance Services. * Assisting customers for making use of their vouchers & coupons during billing. * Experience of administrating back office functions including Cash/Cheque depositions. * Making arrangement of schedules/shifts of 35 cashiers daily. * Helping customers in resolving queries related to some schemes or offers running into the store. * Timely and accurate positioning of cash and ensuring that all payments executed are timely and within proper Procedure guidelines.   Supervise a team of processors within the section  **SR. CASH OFFICER WITH** **AVENUE SUPER MART PVT. LTD (D MART) from Dec 2009 to Jun 2010**  **JOB PROFILE :**   * Store operation * Daily Cash, credit card & other company gift voucher Report, sop report, internal audit. * Other Office Routine Work * Collect cash from cashiers. * Handling petty cash and B & C (Billing & Collection): Includes Solution to queries at convenience to customers by providing Billing Assistance Services. * Assisting customers for making use of their vouchers & coupons during billing. * Experience of administrating back office functions including Cash/Cheque depositions. * Making arrangement of schedules/shifts of 35 cashiers daily. * Helping customers in resolving queries related to some schemes or offers running into the store. * Timely and accurate positioning of cash and ensuring that all payments executed are timely and within proper Procedure guidelines.   Supervise a team of processors within the section   * **Store manager** with **Havmor** **restaurant pvt. Ltd.** Ahmedabad from April 2009 To Dec 2009   **Job Profile:**     * Implementing the plans for increasing the sale in the outlets. * Making Corporate sale and corporate calling and sending the reports to the higher management on weekly as well as monthly basis. * Providing the Vendor support by personally meeting them or by calling them. * Taking care of the promotion and branding of the product in the market. * Creating the P&L report for outlet. * Dealing with the Govt. Authorities regarding the establishment, licensing, sales tax, and excise, PFA etc. * Taking care of the outlets finance and reporting daily the sale figure to the head office. * Compiling the weekly and monthly report of all the outlet and forwarding to the operation manager and the GM. * Analyzing the performance of each staff member for their appraisal and coordinating with the management in promotion of the staff to next higher level. * Fixing the weekly and monthly target for outlet and motivating the staff to achieve the target within the specified period of time. * Recruiting the staff up to Supervisor level for the outlet. * Providing the training to the new joiners including * Merchandizing, operation, customer handling etc. * **Assistant Manager** with the **Australian Foods India PVT. LTD. Ahmedabad** from February 2008 to March 2009.   **Job Profile:**   * Taking care of the whole Ahmedabad and Vadodara outlets operation of the company.      * Implementing the plans for increasing the sale in all the outlets. * Making Corporate sale and corporate calling and sending the reports to the higher management on weekly as well as monthly basis. * Taking care of the productions of the finished goods and dispatching the same to different location as per the requirement. * Providing the Vendor support by personally meeting them or by calling them. * Taking care of the promotion and branding of the product in the market. * **Creating the P&L report for outlet.** * Dealing with the Govt. Authorities regarding the establishment, licensing, sales tax, and excise, PFA etc. * Taking care of the outlets finance and reporting daily the sale figure to the head office. * Compiling the weekly and monthly report of all the outlet and forwarding to the operation manager and the GM. * Analyzing the performance of each staff member for their appraisal and coordinating with the management in promotion of the staff to next higher level. * Fixing the weekly and monthly target for each outlet and motivating the staff to achieve the target within the specified period of time. * Recruiting the staff up to Supervisor level for the outlet. * Providing the training to the new joiners including * Merchandizing, operation, customer handling etc. * **Café Manager** with “**Cafe Coffee Day”,** Indore from 25th febury 2006 to 1st march 08.     **Job Profile:**   * Supervising Operations * Vendor support & management. * Carrying out marketing activities. * Training new team members. * Stock taking & indenting. * Compiling reports and reporting to the City manager. * Maintaining relationships with Customer. * **Pizza hut’s** as an in Delhi for 1 year. * **Mac Donald’s,** at Delhi as a supervisor, for Six-Month. | |
| **QUALIFICATIONS** | **ACADEMIC**   * **B.COM** from, D.A.V.V, Indore.   . Xth from Government Higher Secondary School, Board  Of Secondary Education M.P. Board, Rewa.   * Xth from Government Higher Secondary School, Board of Secondary Education M.P. Board, Rewa.   **COMPUTERS**   * Diploma in Computer MS office | |
| **INNATE STRENGTHS** | * Learning newer aspects about the job at hand and implementing them in a result-oriented manner. * Strong Interpersonal, Communicative and Analytical Skills. * Good Public relation skills | |
| **HOBBIES** | * Socializing & Making friends * Listening Music * Playing Cricket, chess | |
| **PERSONAL INFORMATION** | * Father’s Name | Shri. Mr. Jay Prakash Mishra |
| * Date of birth | 1st November, 1981 |
| * Marital Status | Married |
| * Languages Known | English & Hindi |
| * Nationality | Indian |
| **REFERENCES** | * Available up on request. | |

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

Date: - 01/07/2017

Place: - **Ahmedabad**   **(Narendra Mishra)**