**Taher Kotawala**

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**Work Experience**

**Moores Clothing for Men - Toronto, Ontario, Canada**

Sales Consultant • (2022-2023)

* Assist in receiving shipments, putting away new merchandise and counting, and maintaining a clean, neat, sized and organized store based on our merchandising to sell standards.
* Build a relationship with your customer from greeting through post-sale contact.
* Consistently demonstrate the benchmark selling techniques for retail sales, custom clothing sales, and special occasion rentals, as trained by management and as described in corporate training materials.
* Participate in monitoring and positively impact the achievement of the store sales volume and metrics goals.

**Staples Canada - Toronto, Ontario, Canada**

Sales Associate • (2022- 2023)

* Assisting customers with locating specific items or departments within stores and demonstrating products to customers and providing them with information about how to use the product effectively.
* Keeping shelves stocked with products by stocking shelves and pushing inventory to the end caps or ends of aisles.
* Processing returns and exchanges, including scanning barcodes and entering data into the computer system.
* Taking inventory of all items on store shelves and recording information about items such as style number and size.
* Updating inventory levels in the computer system to reflect new inventory levels.

**Winners (TJX Canada) - Richmond Hill, Ontario, Canada**

Store Associate • (2021-2022)

* Complete scheduled markdowns in a timely and accurate manner.
* Demonstrate a high degree of customer service while processing all refunds, exchanges, and purchases following company guidelines.
* Responsible for daily cash office administration including balancing registers, researching cash discrepancies and documenting appropriately, completing daily register activity log, store deposit and coin orders in adherence to company policies and procedures.
* Responsible for the daily processing of shipments, organization and set-up of the warehouse area in keeping with all policies and procedures and cleanly and safely.
* Ensure all merchandise is received and processed and maintain merchandise presentation standards. Re-merchandise and/or fill in with back stock as necessary.

**UAP Traction - Mississauga, Ontario, Canada**

Inventory Clerk • (2020-2021)

* Creating and implementing or maintaining a loss and theft protection system.
* Placing product orders to fulfill inventory needs.
* Reconciling any discrepancies in inventory data.
* Tracking, developing and maintaining processes for ensuring accurate inventory management.

**Rekson Radiators - Ahmedabad, India**

Office Administrator Assistant • (2018-2019)

* Act as the point of contact for internal and external clients.
* Assist in the preparation of regularly scheduled reports.
* Order office supplies and research new deals and suppliers.
* Organize and schedule appointments and plan meetings.
* Update and maintain office policies and procedures.

**Education**

**Seneca College - Toronto, Canada**

Postgraduate Diploma, Marketing Management • (2021-2022)

**Humber College - Toronto, Canada**

Postgraduate Diploma, Supply Chain Management • (2020)

**GLS University - Ahmedabad, India**

Bachelor of Business Administration, Marketing • (2015-2018)

**Skills**

* Adobe Photoshop
* Analytical Skills
* Communication
* Customer Service
* Data Analysis
* Data Entry
* Data Visualization
* Inventory Management
* Merchandising
* Microsoft Office
* Office Administration
* Organization Skills
* Research
* Retail Sales
* Teamwork

**Certifications**

* Google Digital Garage - The Fundamentals of Digital Marketing
* HubSpot Inbound Marketing Certification
* HubSpot Inbound Sales Certification
* LinkedIn - Adobe Spark
* LinkedIn – Advanced Formatting Techniques (365/2019)
* LinkedIn - Excel Essential Training (365/2019)
* LinkedIn - PowerPoint Essential Training (365/2019)
* Marketing & Sales Modules - Trailhead
* Stukent – Mimic Digital Marketing Analytics
* Stukent - Mimic Pro
* TCPS 2: CORE Certification on Ethical Conduct for Research Involving Humans Course on Research Ethics