

CURRICULUM VITAE

NAME : JAVED BEPARI
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TOTAL WORK EXPERIENCE: 14 YEARS

CURRENTLY WORKING: AS Department Manager (Westside) Since 01/06/2018.

WORK EXPERIENCE:

Lee & Wrangler Brand.

(A leading & popular Causal brand dealing in men's, women's apparels & accessories)

Position Held: Senior Asst Store Manager for 3 year in Same Brand

Job Responsibilities:

- Understanding customer's requirements,
- To ensure that the store looks its best at all times with respect to Visual Merchandising Standards set by the company,

-Handling Complete Retail Store Operations and Store sales and Customer Services.
-As a Store Manager has to Monitor Both Life Style Products & Agri Products like FOOT WEAR, APPERALS, CONSUMER DURABLES, campaigns,

New Product Awareness Programmers.

-Maintains a Database of Potential Customers and initiates regular follow up
-Gathering customer feedback and acting on it and reporting to Head Office on Daily basis.
-Ensuring zero complaint position on Daily Basis
-Managing the Inventory of the store.
-Responsible for Profit & Loss of the Store.
-Responsible for Internal Audit of Stock Movement.
-Coordination with warehouse Department
-Responsible for Accounting, cash handling & Daily Bank Deposits
-Responsible for the discipline, training and motivation of sales team.
-Preparation of Documents like Stock Registers, Petty Cash Registers, Cashbook, Debit Vouchers, Delivery Orders.

Worked in

Citi Pharma As Sales Executive For 3

Years

Casino Driver for 7 Years

Westside Department Manager for 1 year.

LANGUAGES KNOWN:

- ENGLISH
- HINDI
- KONKANI
- MARATHI

EDUCATIONAL QUALIFICATIONS:

- 12th PASSED

OTHER INTERESTS:

- Outdoor Tracking, listening to music

PROFESSIONAL STRENGTHS & SPECIAL SKILLS:

- Team player
- Hardworking
- Positive attitude towards assigned work
- Proactively identified potential risks and take appropriate action.

- Adapted to different work environment and coordinate with peers and ensured deliverables are delivered on or before agreed timeline
- Instructed new team member on policy and procedure of organization and ensured new colleagues adhere to the process.
- Motivated front end sales and other team member during non-peak sales season and ensured ball was not dropped until target was met for entire team.

➤ **DONE OFFICE MANAGEMENT COURSE**

- Basic knowledge in Computer (Microsoft word, Microsoft excel, Power point, etc.

I hereby declare that the above written particulars are true to the best of Myknowledge and Belief.

Javed Bepari