



# NEELESH AWASTHI

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## SUMMARY

Accomplished Commercial manager with over 13+ years' experience In managing, evaluating and redefining team structures to meet strategic operational goals whilst providing financial guidance to organizations. Eager to leverage my leadership skills to drive business goals through strategic financial development initiatives

## SKILLS

- Financial Analysis
- Cost Management
- Shrinkage Control
- Inventory Management
- Vendor Management
- Reports
- Team Building
- Building Relations
- Account Management
- Financial Reporting
- Sales Support
- Sales strategy
- Risk Management

## EXPERIENCE

### COMMERCIAL MANAGER (NORTH)

#### *Intelligent Retail Private Limited (Rippir)*

- Cash and Card reconciliation checking on Daily, weekly and Monthly Basis
- Petty cash management
- Providing right direction, motivation & training to the team for ensuring optimum performance
- Inventory control (Shrinkage control, MIRO Management, Inward and Outward Process Monitoring)
- PO creation, GRN
- Update the commercial reports on daily basis
- Prepare Monthly/Weekly Reports & send to HO Resolving customer complaints
- Regular Training and work towards development of Staff
- Generating discrepancy report and rectify them
- Monitoring & work towards Cost Control by cutting down the store expenses.

### COMMERCIAL EXECUTIVE (NORTH)

#### *Praxis Home Retail Limited - Delhi*

- Vendor Management (Invoice Booking, Payments Reconciliation And Agreements)
- Inventory control (Shrinkage control, MIRO Management, Inward and Outward Process Monitoring)
- Prepare Monthly/Weekly Reports & send to HO Resolving customer complaints
- Regular Training and work towards development of Staff
- Generating discrepancy report and rectify them
- Cost Control.

### HEAD CASHIER

#### *Pantaloon Fashion & Retail Ltd - Delhi*

- Helped customers complete purchases, locate items and join reward programs
- Answered customer questions and helped find specific items
- Facilitated and logged store opening, closing and shift changes
- Monitored self-checkout systems and provided help in resolving complex problems
- Handling Cash, Admin & CLP Section
- Handling the Cash Team & their Roaster
- Cash and Card reconciliation on Daily, weekly and Monthly Basis
- Responsible for the Loyalty Programs in the store
- Generating all Tender reports on daily basis
- Regular Focus on Better Customer service at Point of Sale.

### HEAD CASHIER

#### *Landmark Group (Max Retail Division) - Noida*

- Answered customer questions and helped find specific items
- Facilitated and logged store opening, closing and shift changes
- Helped customers complete purchases, locate items and join reward programs
- Monitored self-checkout systems and provided help in resolving complex problems
- Managed staffing levels to provide optimal support for cash register operations
- Maintained and updated security protocols for front desk operations

- Answered questions about store policies and addressed customer concerns
- Trained new cashier team members in customer service and money handling processes
- Scanned store regularly for potential safety or operational issues and reported to management for resolutions.

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## EDUCATION AND TRAINING

***City Public Degree College, Farrukhabad, Uttar Pradesh, 06/2010***  
**Bachelor of Science: Mathematics**

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***Uttar Pradesh Board Allahabad, Farrukhabad, Uttar Pradesh, 06/2006***  
**Intermediate Mathematics**

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***Uttar Pradesh Board Allahabad, Etawah, Uttar Pradesh, 06/2004***  
**High School Diploma**

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## KEY PERFORMANCE INDICATORS

- Team Training
- Customer Relationship Management
- SOP
- Customer Service
- Reports
- Data Analyze

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## PERSONAL INFORMATION

- Date of Birth: 06/16/1990
- Marital Status: Married

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## LANGUAGES

- Hindi
- English

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## HOBBIES AND INTERESTS

- Music
- Cricket
- Interacting with New Peoples
- Travelling