

# **LOKANI PARAMESH VARMA**

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## **Career Objective:**

Seeking a challenging job where I can leverage my inherent capabilities, enhance my skills, and strengths in conjunction with the organization's goals and objectives, thus proving myself a valuable asset.

## **Educational Qualifications:**

### **- DEGREE**

- NOBLE DEGREE COLLEGE, Dilsukhnagar
- Year of Passing: 2017
- Percentage: 60%

### **- INTER**

- TRIVENI JUNIOR COLLEGE, Suryapet
- Year of Passing: 2014
- Percentage: 83.9%

### **- SSC**

- VISWADEEP VIDHYAPEETH HIGH SCHOOL, Nalgonda
- Year of Passing: 2012
- Percentage: 88%

## **Technical Skills:**

- Communication skills
- MS Office
- Vlookup
- SAP

## **Languages:**

- Telugu (Native)
- Hindi
- English

## **Professional Experience:**

- **Reliance Retail Ltd:** March 2021 – Present
- **Position held: Department manager**
- **DEPARTMENT MANAGER JOB DESCRIPTION**
  - The Asst Store Manager plans and directs the day-to-day operations of the store. Develop strategies to improve customer service, drive store sales, increase profitability, create store policies and marketing programs that will increase sales and grow the existing customer base. Maintain high store standards and conditions and foster a positive environment.
  - Ensure customer needs are met, complaints are resolved and service is quick and efficient. Ensure all products and displays are merchandised effectively to maximize sales and profitability. Forecast staffing needs and develop a recruiting strategy to provide optimal staffing in all areas.
- **Responsibilities:**
  - Check Merchandise Display in Sections.
  - Timely Replenishment.
  - Identify Low sell thru Products & planning for better sell thru Identify Non Moving stock and Follow up with category Manager
  - Controlling Shrinkage as per Norms.
  - Inventory Identification & handover for IST, GRDC OR RTV Daily Review for Team for to Achieve targets.
  - Training on product knowledge. Manage the entire Store operations.
  - 100% sale Target Achievement.
  - Responding to customer complaints and resolving priority wise.
  - Managing the stock levels in SAP like MBQ corrections.
  - Evaluate employee performance and identify hiring and training needs
  - Supervise and motivate staff to perform their best
  - Managing and motivating a team to increase sales and ensure efficiency.
  - Managing stock levels and making key decisions about stock control. Analyzing sales figures and forecasting future sales volumes to maximize profits.

- Maintaining awareness of market trends in the retail industry, understanding forthcoming customer initiatives, and monitoring what local competitors are doing.
- Using information technology to record sales figures and for data analysis and forward planning. Attaining the customers and giving the complete service to improve sales.
- Explain the customer Promos and product knowledge.
- Coordinate daily customer service operations (e.g. sales processes, orders and payments) Track the progress of weekly, monthly, quarterly, and annual objectives
- Monitor and maintain store inventory, shrink, dad & dump.
- Monitor retail operating costs, budgets, and resources
- Conduct regular audits to ensure the store is functional and presentable
- Make sure all employees adhere to company's policies and guidelines
- Inward/Outward Inventory Management
- FNV Indent preparation according to the Order Tracking
- Fulfillment of orders and reducing wastage
- Manpower management
- Handling a team of 93 Pickers and 12 Supervisors
- Inventory management and customer issue resolution
- Order fulfillment and stock management
- Coordinating with Riders and SLP for smooth operations

➤ **Ninjacart:** January 2019 – March 2021

- Operation Executive
- Delivery channel-wise unloading
- Quality checking and sorting
- Store area and route-wise planning
- Space utilization and warehousing management
- Supply chain and vehicle space utilization
- Documentation and coordination

➤ **Koushalya Hospital:** June 2016 – November 2018

- Marketing Executive

➤ **Strengths:**

- Self-motivated and self-confident
- Ability to work hard for the organization
- Creative and innovative

