

Store Manager Store Manager Store Manager - High Up Properties llc Sterling, VA Qualified and experienced financial operations with 8 years of proven work experience. Expertise in stores, inventory controlling material administration, and client relationship managing logistics operations in a computerized environment. Work Experience Store Manager High Up Properties llc 2009 to Present

- * Observing the shop floor to ensure visual standards are being met.
- * Setting goals and targets for the teams.
- * Effectively managing staff members.
- * Identifying new sources of revenue.
- * Supervising stock control.
- * Reviewing the sales performance of the store and staff for the previous day and week.
- * Liaising with the company Human Resources department in the recruitment of employees.
- * Ensuring that stock levels are constantly maintained and that there are no shortages.
- * Huge knowledge of inventory management and merchandising practices.
- * Sound and effective oral and written communication skills.
- * Profound and effective interpersonal skills.
- * Knowledge of recruiting, interviewing, hiring, counseling and termination practices including legal compliance and internal processes.
- * Exceptional knowledge of cash, facility and safety control policies and practices (deposits, store keys, SAFE program, etc.).
- * Excellent organization skills with attention to detail.
- * Strong ability to solve problems and deal with a variety of situations where limited standardization exists.
- * Strong ability to write routine reports and correspondence.
- * Ability to speak effectively before groups of customers or associates of organization.

Operations in-charge

- * In charge for issue, receipts, documentation, warehousing, inventory, stocking and making computerized entries for the related items. Maintain inward and outward on daily basis.
- * Take stock on monthly basis and reconcile the same. Inform the office about new stock.
- * Keep track of physical stock and tally with computer records.
- * Receive materials take care of demurrage, in transit damages and taking preventive measures for the safety of stocked goods.
- * Placing indents on Supplies/Purchase Department for timely availability of material.
- * Physical management and proper upkeep of stock materials stores.
- * Conduct periodic cyclic checks and stock reconciliation.
- * Ensure proper documentation and process discipline among team.
- * Generate daily-monthly stock reports as requested by the management
- * Plan for upcoming goods, preventive measures and stock control

Store Cashier

- * Hands-on experience in accepting

payments from customers and give change and receipts * Highly skilled in using scanners, cash registers, and calculators to calculate the price of items that customers buy * Proven record of using the right process for cash, credit cards, or other types of payment * In-depth knowledge of handling returns and exchanges of goods * Thorough understanding of counting the money is in register at the beginning and end of shift * Responsible for processing purchase ledger and sales ledger * Perform reconciliation of accounts and all other tasks associated with accounting * Handle responsibilities of providing assistance to accounts payable specialists regarding the proper coding of invoices and other procedural issues * Respond to vendor and employees inquiries and conduct investigations and historical reviews to resolve problems * Reconcile all active accounts payable each period as well as maintain accounts payable system reports to ensure compliance within the established accounting guidelines * Approve and monitor new vendor set up and make necessary changes to ensure in compliance with IRS requirements * Handle responsibilities of Assistant Accounting Manager in handling accounting tasks Software developer Altus Technologies INC 2006 to 2009 Education Master in Commerce in Commerce Shimla University India - Ludhiana, Punjab June 1995 Diploma Delhi High Tech Computer Center - Ludhiana, Punjab 1994 to 1995 Bachelor of Commerce in Commerce Ramgarhia College - Ludhiana, Punjab April 1993 Skills ACCOUNTING (9 years), INVENTORY (9 years), INVENTORY CONTROL, MARKETING, WAREHOUSE MANAGEMENT Additional Information * Can handle pressure and expectations. * Ability to inspire trust from both staff and customers. * Willing to work non traditional hours i.e. late evenings and weekends. * Excellent communication and people management skills. * Eye for detail. * Good negotiating skills. Key SKILLS * Knowledge of Accounting * Inventory Control * Supervision of office personnel and general administration * Good knowledge of Marketing * Good knowledge of warehouse Management

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