**ARUN KUMAR P**

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# Career Objective

To work with a group and refine my skills in an organization where I can fully utilizes my skills and capabilities to the maximum and contributes to the growth and development of organization.

# Academic Qualification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Discipline** | **School/college** | **Board/university** | **Year of passing** | **%** |
| B.Com CA | Commerce Computer Application | AVS Arts and Science College, Salem | Periyar university | 2009 | 56 |
| H.Sc | Arts | V. C Hr. Sec School Omalur, Salem | State board | 2006 | 58 |
| S.S.L.C | S.S.L.C | V. C Hr. Sec School Omalur, Salem | State board | 2004 | 55 |

**Working Experience**

* Worked as **Sales Executive** with **Khazana jewellery ,**Coimbatore from 2010 to 2012.
* Worked as **Product Assistant Manager** with **Khazana jewellery ,**Coimbatore & Karur from 2012 to 2014.
* Worked as sales **Assistant Manager** with **Khazana jewellery,**Nagarcoilfrom 2014 to 2016.
  + Worked as **Emerald Jewellery Retail Ltd** for **customerorder Management** Coimbatore Sep 30 2017.
  + Worked as **GRT Jewellery Show room Manager** from oct 1st 2017 to June 31st 218
  + Worked as **Lalitha jewellery** Assistant Branch Manager From July 2018 To Feb 2019
  + Worked as **Tanishq jewellery** Store Manager still now working villupuram,

# Technical Skills

Operating Systems : Windows XP, 7, 8 Keyboard Skills : MS-Office

**Strength**

* Ability to adapt to challenges and changing environment.
* Hard Working
* Open To Learning
* Positive Attitude
* Problem Solving Abilities

Roles and responsibilities

* Overall care of staff and their well being
* Presentation of store and advertising displays
* Recruiting, performance management, and workplace scheduling
* Product management, including ordering, receiving, price changes, handling damaged products, and returns
* Team Development, facilitating staff learning training, and development
* Problem solving, handling unusual circumstances
* To understand the customer service principles
* To handle problems and questions to customers
* Basic Computer applications in [stores management](https://en.wikipedia.org/w/index.php?title=Stores_management&action=edit&redlink=1) and materials control
* Interacting with customers to inform them of the in-store promotional activities for new releases & special products.
* Establishing healthy business relations with customers & external associates for

securing repeat business & long term customer loyalty and working towards solving their queries and complaints efficiently

* Interact with the customers to understand their needs/ requirements while assisting them and advising on jewellery items and maintaining customer relationships to build the future perceptiveness.
* Design & implement sales plans and new concepts to generate increased sales for

achievement of revenue targets.

* Interface the in-store promotional activities for new releases & special products
* Create initiatives, planning of merchandising and execution of few marketing

Events for increasing sales drive.

* Designing and implementing various strategies viz Display, Customer

Interaction, Promotional Schemes/ Marketing Campaigns to improve the footfall and profits.

* Daily staff briefing of the Team Of 25+ sales staffs to discuss about store target & how to enhance Section store sale
* Managing store expenses & supervision of all commercial work.
* Creating initiatives, planning of merchandising and execution of these marketing

events for increasing sales drive.

* Deftly handled store inventory control and cash/commercial responsibilities.
* Focused on enhancing the store sale & achieve company’s target & administration work

# PERSONAL INFORMATION:

Name : Arun Kumar

Nationality : Indian

Date of Birth : 06-01-1988

Marital Status : Single

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Contact Address : S/o V. Palani Velu,

No 249,kumbarahalli ,

B.pallipatty (po),PR patty (tk)

Dharmapuri-536301

# Declaration:

I here by declare that all the information mentioned above is true to the best of my knowledge.

# P.Arunkumar