

Amar Kumar Kamble

Date of Birth: 03-08-1984
Contact no. : 8830938803
Address : "E" Flat no.308
Om Disha Township Hadapsar
Pune-28

CAREER OBJECTIVE :

To excel in the field of organized retailing operation and handle a job reflecting on customer and being able to use my expertise in retail analyses. I intend to build a career with leading organization with commitment, dedication & planning which will help create an atmosphere for potentiality, efficiency and elevation of my career and my individual growth.

KEYS OF SUCCESS :

- Leadership
- Teamwork
- Honesty and Punctuality
- Communication
- Continuous Improvement
- Customer Service
- Business Process Improvement

CAREER SUMMARY :

Company : Aditya Birla Fashion & Retail Limited
Brand : The Collective & International Brands
Period : 15 Dec 2011 - Till date
Position : Operation, Ecommerce Management & Inventory Controller

Job Profile

Responsibility undertaken: -

- As Head Cashier:-
 - ❖ All Morning activities handling (Opening checklist, Staff Roster, Store Operation)
 - ❖ All the banking activities are done in the morning.
 - ❖ Handling cash counter.
 - ❖ Taking Care of Customer service & Problems.
 - ❖ Helping to the customer & provide product knowledge.
 - ❖ Maintaining Cash Report on Daily Basis.
 - ❖ Handling Petty cash, float cash & maintain register on daily basis.
 - ❖ Handling store Vendors issue and follow-up with service.(Security, Housekeeping, Stationary, Material, Mall, courier service)
 - ❖ Making Vendor payments on time.
 - ❖ Handling Housekeeping staff and security staff.
 - ❖ Taking care of store maintenance on weekly basis.
 - ❖ Making All reports and Send to Head office on Daily basis (Sales plan, DCR, Return, Gift card, Weekly Deck, Monthly revive, Staff Roster Opex report)

➤ As Inventory Controller:-

- ❖ Sending stock report on daily basis to Head office.
- ❖ Taking care of Stock Inward and Outward on Daily basis.
- ❖ Maintaining Inward Outward Register and sending to HO (Commercial team).
- ❖ Doing High value count on Daily basis.
- ❖ Doing Global count on weekly basis.
- ❖ Doing Stock take on Monthly basis with Stock Auditor.
- ❖ Handling Defective and Service recovery and maintaining register.
- ❖ Taking care shrinkage and maintain under with 0.15
- ❖ Handling Venue sale and Personalize shopping.

➤ Handle E-Commerce from Store:-

- ❖ Check store orders on E-commerce website.
- ❖ Checking availability of stock.
- ❖ Making Order invoice as per Customer request (COD or Prepaid)
- ❖ Making Shipment note on Courier website (Fedex india)
- ❖ Attached require documents and pack product with E-commerce packaging material.
- ❖ Following the shipment with delivery status.
- ❖ Maintaining E-commerce reports on daily basis (DCR,E-comm Tracker)
- ❖ Attending Customer Call and Update offers.

➤ Achievement :-

- ❖ The Collective RNR winner 2012-2013.
- ❖ Won prize money for Best Backend in Dec-2014.
- ❖ Received Certificate of 'I am THE COLLECTIVE' in March-April 2015
- ❖ Got Appreciation letter from Brand head (Amit Pande) in Sep-2015 for made highest E-commerce orders in across all stores.

Company : **Impact Retail India Pvt Ltd (Essar Group)**
Brand : **The Electronic Store**
Period : **2 Aug 2008 – 5 Dec 2011**
Position : **Assistant Head Cashier**

Job Profile

Responsibility undertaken: -

- ❖ Morning Time Make a Banking Reco & Petty Cash.
- ❖ All the banking activities are done in the morning
- ❖ Send stock report on daily basis to SM & HO.
- ❖ Perpetual Inventory Count On daily basis
- ❖ Handling customer problem ,
- ❖ Maintaining sale report on daily basis
- ❖ Handling cash counter.
- ❖ Increases the sale value.
- ❖ Maintaining the in inventory register of the G.V.
- ❖ Handling the all mode of payment with follow up. (All credit & Debit card, Cheque, Gift Voucher)
- ❖ End of the day take tally to all Cashiers and make DSR in System and send mail to Store Manager and Head Office.

Other:

- ❖ Handling Stock Inventory Reco.
- ❖ Handling purchase order,
- ❖ Stock Received & make GRN in system.
- ❖ PO generate in system.
- ❖ Maintain defective Reco.
- ❖ Stock take on daily basis.
- ❖ Perpetual Inventory Count on daily basis.

Staffing:

- ❖ To assist in the development of all staff within the shop
- ❖ Generate a high level of morale and enthusiasm within the shop.
- ❖ To handle all staff grievances related to work.
- ❖ Ensuring all staff perform the duties and responsibilities as per the job description given to them
- ❖ To prepare schedule of work for all staff on day to day basis.
- ❖ Can take up responsibility of managing department (Cash) independently.
- ❖ Extensive Retailing Experience at various level including Salesman, CCA, Asst. Head Cashier & Head Cashier.
- ❖ Always open to take up new challenges & experimenting with new ideas.

Company : **Future Group Ltd (Pantaloon Retail, India)**
Brand : **Big Bazaar**
Period : **2 and half years**
Position : **Senior cashier**

Job Profile**Responsibility undertaken: -**

- ❖ Set up 4 Big Bazaar at Pune.
 - ❖ Handling customer problem
 - ❖ Maintaining sale report on daily basis
 - ❖ Handling cash counter.
 - ❖ Handling a team of 10 people
 - ❖ Maintaining the inventory register of the G.V.
- As Senior Cashier Big Bazaar:
- ❖ Arrangement of all Cash Counters.
 - ❖ Also the Cashiers.
 - ❖ Check all promotions & discounting the discounted Product.
 - ❖ Get Collection with Report to all cashiers.
 - ❖ Handling the all mode of payment with follow up.(Sodexo. Accor. Credit & Debit Card)
 - ❖ All the banking activities are done in the morning.
 - ❖ To ensure that the customers receive the best service possible at all times.
 - ❖ Customer complaints are satisfactorily resolved.
 - ❖ Reporting to the Store manager regarding day to day cash operation.
 - ❖ To maintain log book recording and vigilance against all cash related transaction.

EDUCATIONAL QUALIFICATIONS :**Academic Information:**

Course	Institute & University
Bachelor of Arts	Pune University
HSC	Maharashtra Board
SSC	Maharashtra Board)

Interests

- ❖ Travelling
- ❖ Working on Excel and learning new informations and formulas.
- ❖ Socialising
- ❖ Playing and watching cricket

PERSONAL INFORMATION :

Name : Amar Kumar Kamble
Date of birth : 03-August-1984
Sex : Male
Nationality : Indian
Mail ID : amarlucky03@gmail.com
Phone : +91 8830938803
Address : “E” Flat No.308 Om Disha Township Hadapsar Pune 28
Languages Known : English, Hindi & Marathi
Marital Status : Married
Father’s name : Mr. Kumar Baburao Kamble

:

Place: Pune

Amar Kumar Kamble