

CURRICULUM-VITAE

Mr. PANKAJ KUMAR VERMA

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POST APPLIED FOR : SALES ASSOCIATE

Career Objective

I aspire to build a purposeful and long-lasting career with an organization. Here I shall endeavor to contribute towards the fulfillment of organizational goals and objectives, working individually or in groups, while consistently enriching both the organization and myself.

Work Experience

Current company : **FASHION FACTORY (RELIANCE)**

Designation : team leader

Duration : From December 2022 to till date.

Description : Handling Team & sales, Display of Merchandise, Stock Inventory etc.

Company name : **B&H ENTERTAINMENT PVT.LTD (INSTAMART)**

Designation : ASM (ASSISTANT STORE MANAGER)

Duration : 6 months worked from May 2022 to October 2022

Responsibilities : Store sale target achievement global count of stock, CSA wise target achievement track, customer delight, back store management & addressing customer issue.

Company name : **BRAND FACTORY (FUTURE GROUP)**

Designation : Team Leader for fashion

Duration : 1 year worked from November 2020 to November 2021

Description : Handling Team & sales, Display of Merchandise, Stock Inventory etc.

Company Name : **Max (LMG)**

Designation : Sales Executive

Duration : 1 year worked from May 2019 to October 2020

Description : Handling sales, Display of Merchandise, etc.

Company Name : **Vishal**

Designation : Team Leader

Duration : 1.7 years worked from September 2017 to April 2019

Description : Handling sales, Display of Merchandise,

Educational Qualification

- Passed B.A graduation from Collage Ballia (U.P) 2020
- Passed 12th Board of Secondary Education U.P Board 2017
- Passed 10th Board of Secondary Education U.P Board 2015
- ITI Diploma in Appearing

PASSPORT DETAILS

PASSPORT NO. : P8866381

NATIONALITY : INDIAN

PLACE OF ISSUE : LUCKNOW (U.P)

DATE OF ISSUE : 29/03/2017

DATE OF EXPIRY : 28/03/2027

CDC DETAILS

CDC NO. : MUM489823

NATIONALITY : INDIAN

PLACE OF ISSUE : MUMBAI

DATE OF ISSUE : 25/11/2022

DATE OF EXPIRY : 24/11/2032

STCW COURSE DETAILS

BST (PST, EFA, FPFF, PSSR)

Issue date : 19/11/2022

Expiry date : 18/11/2027

STSDSD

Issue date : 07/11/2022

Expiry date : 06/11/2027

COVID VACCINATION DETAILS

Vaccine name : COVISHIELD

Date of 1st Dose : 03 July 2021

Date of 2nd dose : 28 September

Key I.T. Skills

- Internet
- Billing Software
- Operating Systems
- windows XP &7,8
- Tally Accounting

Personal Strengths

- Excellent communication skill.
- Maintaining good relations.
- Strong desire to excel in my work area.
- Capability to learn new things faster.

Job Responsibility

- * **Currently Handling PB department with 13 staffs**
- * **Lead & motivate the departmental teams to increase Sales & ensure efficiency**
- * **Training & Induction for New Joinee**
- * **Forecasting Store KPIs and following up for the same.**
- * **Responsible to maintain all SOPs**
- * **Lead & Motivate the departmental teams to increase Sales & ensure efficiency.**
- * **Taking daily briefing and discussing about Target v/s actual, Current Promotions,**
- * **Conducting regular global counts to ensure shrinkage control.**
- * **Conducting Team Evaluation with respect to Targets v/s achievement, Floor Hygiene, Display Standards, Grooming standards and Attendance.**
- * **Ensuring 3 times Daily Replenishment of stocks as per Sold qty.**
- * **Managing customer queries.**
- * **Achievements of monthly sales targets.**
- * **Conducting product as well as store process trainings.**
 - Conducting weekly global count.**
- * **Target allocation on weekly basis and sharing ABP targets**
- * **Taking daily briefing and discussing about Target v/s actual, Current Promotions, Stock Gaps (If Any) and Product as well as customer feedback**
- * **Regular follow up with category team to fill stock gaps in the store**
- * **Managing customer relationship & attending complaints from customers & ensuring satisfaction**

Personal Details

Date of Birth : 01 January 1999
Sex : Male
Nationality : Indian
Religion : Hinduism
Marital Status : Single
Languages Known : English, Hindi,
Height/weight : 175cm/60kg
Calling no/ : 8787228356
whatsapp no.
Email id / skype id : vpankaj879gmail.com/ P.k Verma

Declaration

I solemnly declare that the above information is true and correct to the best of my knowledge