**Z**

## RITIKA NEGI

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# 736/A Street No.4,

New Daya Nand Nagar, F.G.C. Road,

Amritsar – 143001 Punjab (India)

**Career Objective**

An active role in a progressive organization offering an opportunity to fully utilize my expertise. Providing my skills for achieving my career goals along with organization’s objectives.

**Personality Traits**

* I make myself clear about objectives before starting the task, so that I deliver precisely the expected and more.
* I never shy from hard work, for I know there is no substitute for it.
* I like working collectively as it helps me to look at things from different angles, which I may not have conceived.

**Professional Experience**

Presently working **Store Manager** with Zivame Milastar retail pvt.Ltd.

(July 2018 to Till Date)

***Key Responsibilities***

**•Managing sales at stores.  
•Customer service and management  
•Efficient functioning of store.   
•Cash Management  
•Merchandising  
•Managing store staff and Roaster etc.**

* Worked as Section manager with Marks & Spencer reliance India pvt. Ltd.

**[May 2010 to June 2018]**

***Key Responsibilities***

**•Managing sales at stores.  
•Customer service and management  
•Efficient functioning of store.   
•Cash Management  
•Merchandising  
•Managing store staff**

Worked as a **Supervisor – Business Operations** in **Reliance Retail Ltd.**

**[March 2007 to April 2010]**

***Key Responsibilities***

* **Display issues:** planning the layout and design of displays.
* **Customer issues:** assisting customers and responding to customer complaints, requests, queries, and comments.
* **Sales issues:** finding new ways to improve sales, meet sales targets, analyze figures, forecast volumes, and strategize.

**Qualification**

* **MBA** in (Retail) 2012.
* **Bachelors’ in Arts** (2004) from S.N. College Green Avenue, Amritsar
* 1 Year **Diploma in Computer Fundamentals** from G.I.G.T. College, Amritsar.
* **HSC** (2001) in Arts from Government School for Girls, Amritsar.
* **Matriculation** (1999) from Government School for Girls, Amritsar.

**Achievements**

* I was awarded the **Best Employee of the Month** for December ’07 and June ’08 at Reliance Fresh Ltd. Majitha Road, Amritsar.
* Was promoted to the position of **Supervisor** from the position of a Junior Associate in Reliance Fresh Ltd., Majitha Road Amritsar.
* I Was Promoted through IJP Post Of FHSO (fire health safety officer)
* 5 Times I was awarded the **Best Employee of the Quarter** at Marks & Spencer Reliance India Pvt.Ltd.Celebration Mall.
* 4 times I was awarded the **Best Employee of the Month** at Marks & Spencer Reliance India Pvt.Ltd.Celebration Mall.

**Personal Silhouette**

Father’s Name Sh.Rejesh Negi

Mother’s Name Smt. Parwati

Date of Birth 24th July 1984

Marital Status Married

Nationality Indian

Languages Known Hindi, English & Punjabi

*This is certified that the above mentioned details are true to the best of my knowledge and nothing has been concealed therein.*

Date:

Place:

**[RITIKA NEGI]**