

Sasmita Rani

Personal Details

✉ ranisasmita9@gmail.com

☎ +91 7847883329

At-E-8, 5/2, New Govt. Colony,

Po-Gajapati Nagar, Bhubaneswar-751017



Skills

- Hiring Management
- Inventory Management
- Training & Grooming
- Health & Safety regulation
- Target Oriented Collection
- System Implementation

Professional Affiliation

- Diploma in IT

Certification

- Post Graduate Diploma in Computer Application
- . NET
- Hardware Networking
- Core Java

Professional Experience

- Currently working as "Salon Manager" with Green Trends since Dec 2020.
- 1.5 year as "Centre Manager" with Vedas Ayurveda Unisex Saloon & Spa (Feb 2019-Nov 2020).
- 8 Months as "Asst. Manager" in Instyla Family Saloon and Spa (July 2018-January 2019)
- 1 year as "Floor Manager" experience with Natural Spa and Saloon (May 2017-June 2018)
- 1 year "Apprentice Trainee" in Nalco HRD Department. (Apr 2016-April 2017)

Hobbies

- Reading Novels
- Listening to Music
- Watching Cricket
- Travelling

I do hereby declare that all the information furnished on this CV are true to the best of my knowledge and belief.

Job Profile

1. Manage the day-to-day operations of Salon.
2. Oversee the work of Salon Staffs.
3. Research, Develop and implement marketing strategies to attract Customers.
4. Offer discount packages after due discussion with management.
5. Promote services, product and discount packages in Social media.
6. Addressing and resolving Customer escalations regarding Saloon services and employee behaviour.
7. Ensure grooming of Salon staffs.
8. Train new Staff Members and provide ongoing training.
9. Organize employee's shift, considering the volume of customers in peak times & seasonal.
10. Maintain Staff records, including salaries.
11. Ensure Salon cleanness and hygiene.
12. Ensure beauty products meet quality standards.
13. Ensure the inventory are well balances and order new products as per requirement.
14. Generation of Customer Invoice.
15. Receive payments from Clients and track transactions.
16. Provide daily update regarding collection to management and other statutory reports as and when required.
17. Stay up-to-date with industry trends and new products, services.

Date :

Place :

(Sasmita Rani)