

# **RESUME**

## **VIVEK S. VARMA**

[vivekvarma83@gmail.com](mailto:vivekvarma83@gmail.com)

Mob / WhatsApp No - 8879459494

### **OBJECTIVE**

Looking forward for a position that would enable me to broaden my current skills and challenge my various abilities. Self-motivated and goal oriented with an ability to work in multi-task environment.

### **EXPERIENCE PROFILE**

1. Served in **Rahul Groups of Schools and Colleges** as an Admin Head for **Mother Mary's English High School** at Nallasopara from June 2018 to Aug 2020

#### **JOB PROFILE**

- Overseeing and collecting of fees in absence of staff and sending cash daily to head office.
- Handling petty cash
- Looking after school maintenance and cultural activity and other expenses and getting the approval from accounts department.
- Keeping track of Inward & Outward
- Recruitment of non-teaching staff
- Purchasing goods and equipment's as required
- Sending reports to head office on weekly basis
- Keeping records of staff Leave and CL in register and in system.
- Preparing salary of 128 teaching & non-teaching staff

### **EXPERIENCE PROFILE**

2. Served in **Aditya Birla Nuvo Ltd. Jaya Shree Textiles** at **LINEN CLUB** as a Counter Sales Executive in Mumbai – Bandra store for the period from Apr 2015 to May 2018

#### **JOB PROFILE**

- Attending walking customers and converting into sale
- Maintaining customer database, requirement & follow-up
- Handling store in absence of the store manager
- Handling cash counter
- Keeping record of petty cash
- Team player
- Completing monthly, quarterly and yearly targets.
- Mailing daily sales, cash, card details and bank deposit slip to seniors and account department

- Preparing monthly sales, stocks, bank deposits, card sales, expenses reports, targets to seniors
- Monthly stock counting activity
- Always following the VM guidelines
- Maintaining store standards and safety policy
- Actively participating in ordering stock as per new trend and customer requirement
- Ensure customer satisfaction through excellent service

## EXPERIENCE PROFILE

3. Served in **Cotton County Retail** Franchise store as a Store Manager in Mumbai, Mira road for the period Sep 2008 to Dec 2014

### JOB PROFILE

- Maintaining customer database, requirement & follow-up.
- Handling cash counter and petty cash
- Maintaining store standards
- Monthly stock counting activity
- Sending reports to head office on daily basis
- Keeping track of inward & outward goods
- Keeping stock records
- To check received stock against order or invoice with quality and quantity.
- Preparing goods return of non-moving and defective stock.
- Ordering stock as per requirement
- Handling sales team of 4 people
- Maintaining attendance of staff and preparing salary and incentives
- Ensure customer satisfaction through excellent service.

## EDUCATION

- B.Com Graduated from Mumbai University in year 2007
- Passed H.S.C from Mumbai University in year 2002
- Passed S.S.C from Mumbai University in year 2000

## OTHER QUALIFICATIONS

- Well versed in Microsoft Word, Excel & Internet.

## PERSONNAL INFORMATION

**ADDRESS** : A/14, Dubey Colony, Near Durga Mandir,  
Mowa, Raipur

**DATE OF BIRTH** : 11/12/1983

**MARITAL STATUS** : Married

**LANGUAGE KNOWN** : English, Hindi, Marathi & Malayalam

**HOBBIES** : Cricket & Listening Music

## DECLARATION

I hereby declare that the information mentioned above is true to my knowledge.

**VIVEK S. VARMA**