

# **JITENDRA SONI**

Store Manager with over 12 years of experience in developing a significant reputation for leadership due to excellent relationships with employees and willingness to lead by example.

House No. 356, Shyam Nagar  
Main, Near Electronic Complex,  
INDORE (M.P.) - 452010  
Email : j.soni51@yahoo.co.in  
Mob. : 9755017281



## **EXCEPTIONAL STORE OPERATIONS MANAGER**

Accomplished operations management executive with extensive experience impacting organization presence, profitability, and performance through execution of high-impact sales, marketing and merchandising strategies. Dynamic leader with expertise in short/long-term strategic planning, operations planning, performance improvement, project management, and execution. Consistently exceed challenging organizational expectations across highly competitive markets.

### **AREA OF EXCELLENCE**

☞ Sales Forecasting	☞ Strategic Planning	☞ Sales Management
☞ Communications Liaison	☞ Succession Planning	☞ Coaching/Motivating
☞ Operations Management	☞ Inventory Management	☞ Training/Development
☞ Budget/Financial Administration	☞ Vendor Management	☞ Performance Management

### **LAST JOB PROFILE :-**

Organization :	<b><u>HOTEL FORTUNE LANDMARK, Indore</u></b>
Designation :	Purchase Officer
Duration :	02-11-2015 to 15-10-2017

### **EXPERIENCE HIGHLIGHTS**

Organization :	<b><u>Hotel Mangal City, Indore</u></b>
Designation :	Purchase Cum Store Manager
Duration :	05-04-2013 to 05-10-2015

### **HOTEL RESPONSIBILITY**

☞ Hotel Operation	☞ Hospitality	☞ Labour Scheduling
☞ Food Safety	☞ Stock Management	☞ Health & Safety
☞ Cost Control	☞ Up Selling	☞ Spa Management
☞ Corporate Events	☞ Licensing Laws	☞ Staff Rules

### **Key Responsibilities :-**

- ◆ Food cost maintenance & stock maintain as per daily base work.

- ◆ Daily P.O., G.R.N., Issue as per daily base work (IDS 6i Software)
- ◆ Check & order daily base like :- Gas, Coal, Grocery, dairy products items, disposal, stationary & etc.
- ◆ Kitty Party, Marriage Party, Conference, Banquet- I, II, III, Kitchen, Housekeeping, Security, Car-Driver & etc. All type one person or department wise required any type material complete as per same requirement date.
- ◆ Hotel inventory report gives to M.D. Sir.
- ◆ Developed strategic corporate communications, sales and marketing plans, devised and executed key strategies for special events and campaigns. Planned and executed store opening and closings.
- ◆ Advised pyramid leadership across the organization on key issue, including marketing, finance, distribution centers, store planning loss prevention human resources field teams shortage results and top initiatives.
- ◆ Enhanced store inventory processes and increased vendor performance through improved Communication and follow-up.

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Organization : **LIFE CARE HOSPITAL, Indore**  
 Designation : Store & Purchase Manager  
 Duration : 10-01-2010 to 05-03-2013

**Key Responsibilities :-**

- ◆ Daily O.T. Batch issue & Bill Entries, Material Issue, Q.C. Check.
- ◆ Daily Material issue to O.T., Club, Restaurants & Hospital All Counters.
- ◆ Monthly report for all type given to M.D.
- ◆ Daily Entry by manual register & software. (IN-OUT).
- ◆ Daily material Issue & Create & Given Purchase-Order for All Units.  
(CLUB,Hospital,Restaurants)
- ◆ Handling Hospital, Club & Restaurants Cash Counter.
- ◆ Monthly Board Meeting Attend.

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Organization : **NVIS Technology Pvt. Ltd., Indore**  
 Designation : Store & Purchase Officer  
 Duration : 05-01-2005 to 01-01-2010

**Key Responsibilities :-**

- ◆ Daily Batch Issue & Bill Entries, Material Issue, Q.C. Check.
- ◆ 5000 Electric Items Arrange & Maintain per days and all working computerized (ERP Software-Use).

- ◆ 5000 Items Daily Issue & Received Use by ERP Software.
- ◆ Daily create & entered purchase order, misc register, job work register Job card, Bin card, M.R.R., G.C.R.N. Batch Plan, receipt, inspection and supervision doing all type store work as per daily base.
- ◆ Vendor calling for dues material.
- ◆ Stock maintain daily as per order booking.
- ◆ Dispatch material as per required order with bill, sticks, Challan, Form No. 49, 49-C, & Doing all dispatch work.

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### ACADEMIC QUALIFICATION

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No.	Exam	Board/University	Year
1.	B.Com. Plain	D.A.V.V. Indore	2003
2.	Higher Secondary	M.P. Board Bhopal	2000
3.	High School	M.P. Board Bhopal	1998

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### ADDITIONAL SKILLS

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- ❖ 1 Year (A.D.C.S.) Advance Diploma in Computer Science from Classic Computer in Indore (M.P.)
  - ❖ Training of E.R.P. & SAP Software From NVIS Technology, Industrial Area, Indore.
  - ❖ Quick learner and ability meet deadlines.
  - ❖ Competent in Microsoft Word, Excel, Access, Power Point, Windows and the Internet & Letter Drafting.
  - ❖ Comprehensive knowledge of personnel training & development.
  - ❖ Training of IDS 6i Software from Hotel Mangal City, Indore.
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### COMPUTER PROFESSIONAL EXPERIENCE

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- ❖ I have the knowledge and experience to operate E.R.P. & SAP software for 05 year in Nvis Technology, Industrial Area, Indore.
  - ❖ I have the knowledge and experience to operate IDS 6i software for 02 years in Hotel Mangal City, Vijay Nagar, Indore
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### RESPONSIBILITY

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I have handled purchase register, job work register, MISC Register, Job-Card, Bin-Card, M.R.R., G.C.R.N., Batch plan, receipt, inspection, and supervision on material handling, storage, material disbursement and disposal, inventory control, knowledge of E.R.P. & SAP & IDS 6i software, safety and security of store and housekeeping.

Maximized performance and profitability. Ensured stabilization of store systems through a team of nine exempt and four hourly associates. Met rigorous objective by focusing IT/vendors on software applications and supports of store systems technology. Led teams in testing and enhancements rollouts made at the corporate and field level.

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### AREA OF INTEREST

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- ❖ Store & Purchase.
- ❖ Ware-House.
- ❖ Marketing.
- ❖ Computer & Admin Work.
- ❖ Drive all type vehicles.

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### PERSONAL PROFILE

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- ❖ Father's Name: : Mr. Rajendra Soni (Retired Person)
- ❖ Mother's Name : Mrs. Chanda Soni (House Wife)
- ❖ Wife's Name : Mrs. Ranu Soni (House Wife)
- ❖ Daughter's Name : Baby Riddhi Soni (06 Years)
- ❖ Nationality : Indian
- ❖ Caste (Category) : OBC
- ❖ Date of Birth : 15<sup>th</sup> December 1980
- ❖ Languages Known : English & Hindi
- ❖ Marital Status : Married (11.02.2009)
- ❖ Hobbies : Listening Music, Internet Surfing, Car & Bike Driving
- ❖ Strength : Hardworking, Dedication towards works, Punctual, Co-operative.

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### DECLARATION

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- ❖ I hereby declare that all information given above is true & correct to the best of my knowledge.

Date : \_\_\_\_\_

Place : INDORE

[JITENDRA SONI]