**Store Manager Documentation**

# Introduction

# Project Title : Store Manager

# Team ID : NM2025TMID37055

# Team Leader : Preyasi C- preyasi06cp@gmail.com

# Team Members :

1.PRATHIKSHA J – [prathiksha162006@gmail.com](mailto:prathiksha162006@gmail.com)

2. PREETHI A – [preethisuji05@gmail.com](mailto:preethisuji05@gmail.com)

3.PRISKILLAH S [–ppriski511@gmail.com](mailto:–ppriski511@gmail.com)

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# Project Overview:

# Purpose:

The store manager is responsible for overseeing the day to day operations of the store , ensuring smooth functioning ,meeting sales goals , and delivering excellent customer service.

# Roles &Responsibilities:

* Store Operations
* Staff Management
* Customer Service
* Sales & Marketing
* Inventory Management
* Financial Management
* Compliance & Reporting

# Required Skills:

* Leadership& Team management.
* Strong Communication.
* Customer service orientation .
* Analytical &problem solving abilities.
* Time management & Organisation skills.

# Qualification:

* Bachelor’s degree in Business Administration.
* Retail Management.
* 3-5 years of Experience in Retail.
* Proven track record of meeting sales & performance goals.

# Performance Indicators:

* Achievement of Sales Targets.
* Customer satisfaction scores.
* Employee productivity & Retention.
* Inventory Accuracy & Shrinkage control.
* Compliance with company policies & procedures.

# Reporting Structure:

* Reports To : Area Manager /Regional Manager.
* Supervise: Sales Associates , cashiers , floor staff , stock keeper.

# Tools & Systems used:

* Point of sale.
* Inventory management software.
* Attendance & payroll system.
* MS Excel /ERP software for reporting.

# Folder Structure:

Store\_Manager/

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├── 01\_Store\_Operations/

│ ├── Opening\_Closing\_Procedures

│ ├── Safety\_Security\_Reports

│ ├── Daily\_Checklists

│ └── Maintenance\_Logs

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├── 02\_Staff\_Management/

│ ├── Employee\_Records

│ ├── Attendance\_&\_Schedules

│ ├── Training\_Materials

│ └── Performance\_Reviews

│

├── 03\_Customer\_Service/

│ ├── Feedback\_Forms

│ ├── Complaint\_Resolution

│ └── Loyalty\_Programs

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├── 04\_Sales\_&\_Marketing/

│ ├── Daily\_Sales\_Reports

│ ├── Monthly\_Targets

│ ├── Promotions\_&\_Campaigns

│ └── Competitor\_Analysis

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├── 05\_Inventory\_Management/

│ ├── Stock\_Reports

│ ├── Purchase\_Orders

│ ├── Supplier\_Contacts

│ └── Audit\_Reports

│

├── 06\_Finance\_&\_Accounts/

│ ├── Expense\_Reports

│ ├── Billing\_&\_Invoices

│ ├── Petty\_Cash

│ └── Budget\_Planning

│

├── 07\_Compliance\_&\_Legal/

│ ├── Licenses\_&\_Certificates

│ ├── Policies\_&\_Procedures

│ └── Health\_Safety\_Compliance

│

├── 08\_Reports\_&\_Analytics/

├── Weekly\_Reports

│ ├── Monthly\_Reports

│ └── Annual\_Reports

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└── 09\_Admin\_&\_Misc/

├── Meeting\_Notes

├── Vendor\_Contacts

# 1. System Architecture (Digital & Process Flow)

Head Office Systems

(ERP, HRMS, Accounting, Sales Database)

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Store Manager

(Decision Making, Monitoring, Reporting)

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POS System Inventory System HR & Payroll

(Sales Billing) (Stock Control) (Staff Records)

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Sales Reports Purchase Orders Attendance Logs

Customer Data Supplier Records Shift Schedules

# 2.Organizational architecture(Role Hierarchy):

Regional Manager

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Store Manager Other Store Managers

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Sales Team Inventory Team Cashiers/Finance

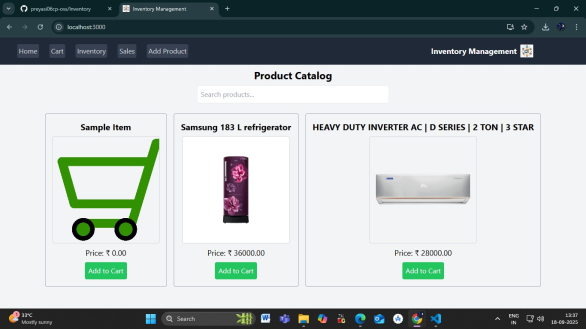
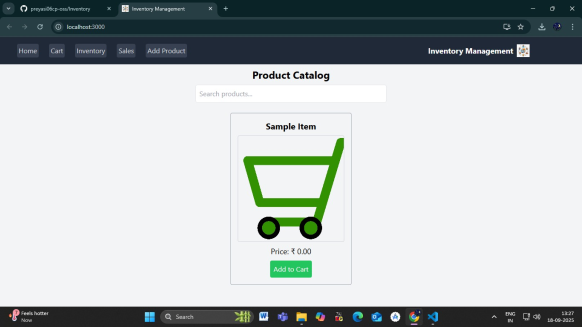
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Associates Stock Keepers Billing Clerks

# Coding:

<https://github.com/preyasi06cp-oss/Inventory.git>

* **Screenshot:**

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# Conclusion:

The Store Manager simplifies store operations by organizing products, sales, and inventory in one place. It improves efficiency, reduces errors, and provides a scalable solution for future growth.