

# RAGAVENDAR SELVAM

## DUTY MANAGER

### CONTACT

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### PROFILE SUMMARY

Dynamic Duty Manager with a proven track record at MORE RETAIL PVT LTD, excelling in inventory management and team leadership. Spearheaded operational improvements that enhanced efficiency and compliance. Adept at training staff and optimizing schedules, fostering a high-performance environment that consistently met company standards.

### EDUCATION

- 2017 - 2020  
BIHER UNIVERSITY  
• B.SC PHYSICS

### SKILLS

- Inventory Management
- Quality Control
- Operational Efficiency
- Team Leadership
- Customer Service
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Process Improvement
- Schedule Management

### WORK EXPERIENCE

- |  |           |
|--|-----------|
| MORE RETAIL PVT LTD<br>DUTY MANAGER  | 2023-2025 |
| • Oversaw Daily store operations, led a team of up to 15 employees, and ensured adherence to company policies and standards. Also drove process improvements to boost efficiency and handled key tasks like inventory management and staff training. |           |
| <br><br>DUNZO<br>STORE ASSOCIATE   | 2021-2023 |
| • .Managed online orders via the DUNZO App, maintained accurate inventory, and optimized stock placement. And also implemented strategies to minimize errors and customer complaints during order processing and delivery.                           |           |
| <br><br>BIG BASKET<br>WAREHOUSE EXECUTIVE  | 2021-2021 |
| * Efficiently operated warehouse equipment, picked online orders via the Big Basket app, maintained organized inventory, and ensured accurate inventory records for smooth operations.   |           |

### LANGUAGES

- English: Fluent