



# SHANITH RK

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## PERSONAL PROFILE

Highly motivated and result oriented Sales Associate or Storekeeper with more than six years of increasingly responsible experience in sales or store and wealth of knowledge of sales and store activities. Seeking opportunity to utilize my extensive experience and passion in a dynamic retail setting.

## WORK EXPERIENCE

### Zara Fashions, Qatar

#### Sales Associate | April 2021 – Present

- ☐ Drives sales through engagement of customers, suggestive selling, and sharing product knowledge
- ☐ Provides outstanding customer service
- ☐ Documents sales by creating or updating customer profile records
- ☐ Manages financial transactions
- ☐ Processes payments by totaling purchases, processing checks, cash, and store or other credit and debitcards
- ☐ Alerts management of potential security issues
- ☐ Assists with inventory, including receiving and stocking merchandise
- ☐ Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.

### Zara Fashions, Qatar

#### Storekeeper | April 2018 – March 2021

- ☐ Skilled in ensuring proper handling and storage procedures are followed.
- ☐ Participated in the inventory of products and report the end-of-day inventory status to Shop Manager.
- ☐ Demonstrated ability in receiving, inspecting, and organizing merchandise.
- ☐ Proficient in accurately verifying the count of merchandise using both physical and electronic method.
- ☐ Assist Sales Associates
- ☐ Maintaining and updating stock.

## CONTACT ME AT

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**Email ID:** rkshanith@gmail.com

## PERSONAL DETAILS:

**DOB** : 25 January 1989

**Marital Status** : Married

**Nationality** : Indian

**Visa Status** : Qatar Employment

**Visa** : Transferrable

**Passport** : S9826695

**Driving License** : Valid Indian Licence

## LANGUAGES KNOWN:

English

Hindi

Malayalam

Tamil

## CORE COMPETENCIES:

Sales / Marketing

Store Keeping

Sales Associates

Inventory Management

## **Malu Trading, Kannur**

### **Business Co-Ordinator | Jan 2016 - Feb 2018**

- ☐ Maintain day today transactions
- ☐ Petty cash
- ☐ Assists in monthly closings
- ☐ Experience in generates monthly invoices and checks for accuracy of all invoices before they are mailed to customers.
- ☐ Experience in inspecting the quality of merchandize.
- ☐ Skilled in conducting thorough verification of merchandise quantities using both physical and electronic methods.
- ☐ Assist Sales Associates
- ☐ Maintaining and updating stock.

## **EDUCATIONAL HISTORY**

**Pre-University College** | Calicut University

**Secondary School** | Kerala State Higher Secondary Board

## **DECLARATION**

I hereby declare that the information stated above is true and correct to the best of my knowledge.