

Pundlik Dharwadkar

Store Incharge

PERSONAL STATEMENT:

Motivated, personable business professional with a talent for adapting Quickly to master skills, improve knowledge and understanding of processes And procedures. Talent for quickly mastering new technology and easily Adapting to changes in daily operations and/or procedures and assisting Training others.

WORK EXPERIENCE:

Assistant Store Manager

Caratlane – A Tanishq Partner

August 2022 to Present

Responsibilities:

- ✓ Assisting the store manager in all areas of daily business operations, human resources, customer service and merchandising.
- ✓ Coordinating, monitoring and reporting on daily operations.
- ✓ Recruiting, training and supervising employees.
- ✓ Managing employee schedules, conducting performance reviews and enforcing disciplinary Actions.
- ✓ Monitoring and maintaining suitable store inventory levels.
- ✓ Assisting with the development of new sales and recruitment strategies.
- ✓ Ensuring the store environment complies with health and safety regulations.
- ✓ Maintaining a clean, organized and aesthetically pleasing store front.
- ✓ Resolving customer complaints and concerns in a timely manner.
- ✓ Ensuring that store policies and procedures are followed.

Store In charge

Reliance Retail (Jewelry)

JUNE 2020 to JULY 2022

Responsibilities:

- ✓ Responsible for running, organizing, and analyzing reports that affect merchandise, Staff, and overall expenses.
- ✓ Responsible for the sale of custom gold and diamond jewelry.
- ✓ Aware and involved in sales associates interactions with customers.
- ✓ Organize and promote large volume special sales events.
- ✓ Plan advertising and coordinate special promotional events.
- ✓ Implemented internal and external marketing and visual merchandising initiatives.
- ✓ Contributed to team effort by accomplishing related results as needed.
- ✓ Controlled inventory, margin and operating costs.
- ✓ Monitor customer preferences to determine focus of sales efforts.
- ✓ Represent company at trade association meetings to promote products.
- ✓ Prepare Sales Reports.
- ✓ Ensure proper implementation of safety and security procedures.
- ✓ Maintain quality goldsmiths and watchmakers.



CONTACT DETAILS

Banshankari,
Bangalore 61
+918792934583
+918867415729
pd6002@gmail.com

SKILLS

Microsoft office,
Management, Retail,
Sales, Customer Service,
Team Handling.

LANGUAGES

English (Professional)
Hindi (Professional)
Kannada (Native)

INTRESTS

Cricket
Reading
Cooking
Traveling

Commercial Associate

Reliance Retail (Jewelry)

SEP 2017 to JULY 2019

- Responsibilities:
- ✓ Handle cash, credit or check transactions with customers.
 - ✓ Scan goods and collect payments, ensure pricing is correct.
 - ✓ Issue change, receipts, refunds, or tickets, Redeem stamps and coupons.
 - ✓ Make sales referrals, cross-sell products and introduce new ones.
 - ✓ Resolve customer complaints, guide them and provide relevant information.
 - ✓ Greet customers when entering or leaving establishment.
 - ✓ Maintain clean and tidy checkout areas.
 - ✓ Keep reports of transactions.
 - ✓ Process returns and check to see if items are damaged.
 - ✓ Answer customers' questions and get a manager if answer doesn't solve the issue.
 - ✓ Pleasantly deal with customers to ensure satisfaction.

ACHIVEMENT:

- ✓ Best commercial supporter year of 2017

Sales and Marketing Executive

Shankeshwar Minerals Pvt Ptd

NOV 2014 to JAN 2016

- Responsibilities:
- ✓ Organizing sales visits.
 - ✓ Demonstrating and presenting products.
 - ✓ Establishing new business.
 - ✓ Maintaining accurate records.
 - ✓ Attending trade exhibitions, conferences and meetings.
 - ✓ Reviewing sales performance.
 - ✓ Negotiating contracts and packages.
 - ✓ Aiming to achieve monthly or annual targets.
 - ✓ Maintains relationships with clients by providing support, information, and guidance.
 - ✓ Answering queries, offering advice and introducing new products.
 - ✓ Identifying product improvements or new products by remaining current on industry Trends, market activities, and competitors.

EDUCATION DETAILS:

- ✓ B Com (Computer Application) Completed in SOLOM Institute (Alagappa University) On the year of DEC 2013.
- ✓ JODC (JOB ORIENTED DIPLOMA COURSE) Completed in Vidyaranya Pre-University College Dharwad year of April 2007.
- ✓ Primary-High School Completed in KPES (Karnataka Education Board) Dharwad year of 2005

