

# RESUME

**JINTU MANI DEKA**

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## Career Objective

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To achieve excellence in working as dynamic professional offering solutions to business using the best available where my analytical ability and analyzing quest are used maximum for growth of the organization and to grow with the organization. Seeking a challenging position in well-established company that offers professional growth and ample opportunity to learn and enrich my competencies in my profession.

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## Industrial Experience

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Currently working at E-Store India pvt.ltd

1. From March 2022 to till date
2. **Position:** Assistant Store Manager  
**Location:** Dibrugarh(Assam)

### Job Responsibility:

- Monitor all aspects of store operations & Responsible for achievement of daily, weekly and monthly sales targets for the store with respect to concerned departments. Analyzing sales for period to period comparison, representation and reporting of the growth & de-growth over last years.
- Manage sales and make provision for a health customer experience by crafting a well-balanced customer focus & customer centric service driven through diligent customer orientation.
- Monitor, improve & upgrade service activities, amenities and staff competence so as to optimize and sustain sales performance, profitability and customer satisfaction.
- Day to day monitoring of price-points, category performance, sales performance, product mix performance, inventories & Tagging.
- Monitoring of shrinkage, write off & supervision through perpetual inventory control methods so as to optimize the efficiency in regards to the bottom line by reduction of shrinkage & wastage.
- Reporting & addressing stock levels so as to maintain effective replenishment & downsizing loss of sale due to the same.
- Coordinating with Brands, brand personnel's & brand managers about sales and performance of particular brand on regular basis so as to bring a single dimensional growth prospect & high efficiency.
- Execution of the desired SOP standards at all times and Minimizing noncompliance through periodical audits
- Ensure efficiency in regards to store merchandising standards and supervision of store layout, Look and feel & presentation aligned towards

desired visual merchandising efficiency.

- Training monitoring & active supervision with concurrent feedback provision to staff and all members associated with operations including house-keeping & store security.
- Drafting of weekly & monthly duty rosters & time schedules for staff and scheduling training calendars & conducting trainings on various parameters.
- Conducting daily, weekly & monthly meetings of staff and organizing for staff engagement activities & events.
- Handling customer queries, complaints and addressing the same through different means & channels. Collect customer feedbacks, suggestions for improvement.

### **1. Work Experience:**

- From March 2015 to July 2017
- **Position:** CSA
- **Location:** Tinsukia
- Worked at Trends Tinsukia
- From August 2017 to 2019 Sept
- **Position:** Sr. CSA
- **Location:** Udalguri
- Worked at SSIPL LIFE STYLE PVT.LTD.
- From Oct 2019 to March 2022
- **Position:** Team Leader
- **Location:** Tezpur
- Worked at Reliance Jewel's

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### **Educational Qualification**

1. B. A. from GU.
2. HS from Barampur H.S. School, Darrang
3. HCLC Barampur H.S. School, Darrang

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### **Technical Skills**

MS-Office(Word, Excel, PowerPoint), DTP, Windows Internet, Tally, Etc ,SAP.

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### **Personal Profile**

Father's Name	: Satyaram deka
Mother's Name	: Pranati deka
Date Of Birth	: 07-12-1995
Permanent Address	: Vill:- Bamungaon. P.O. Tezpur P.S. Tezpur Dist:- Sonitpur ( Assam) Pin: 784001
Sex	: Male
Marital Status	: Un Married
Nationality	: Indian
Religion	: Hindu
Hobbies	: Listening Music & Cricket.
Language Known	: English, Hindi, Assamese, Bengali.

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### **Declaration:**

I hereby declare that all statements made in this resume are true and correct to the best of my knowledge and belief.

Date:-31-08-2022

Jintu Mani Deka

