**SANJAY SINGH RAWAT**S/O SHRI RAM KRISHAN SINGH RAWAT

House No-93/3 Kunj Vihar

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Residence : **+91- 836-840-3745**

Email:[**Sanjayraw511@gmail.com**](mailto:rawat.sunil51@gmail.com)

**PERSONAL STATEMENT**

* I'm a hardworking and trustworthy individual who enjoys working in a team as well as working alone. I’m an excellent communicator with colleagues and clients alike. I’m self-motivated and always eager to learn new skills and gain the ability to teach others.

**PROFESSIONAL SUMMARY**

* Good knowledge of SAP (Systems, Applications & Products in data processing).
* Experience in management, human resources and operations.
* Capable in motivating a team and monitoring all performances carefully.
* Excellent communication ability to ensure no misunderstandings ever interfere with success.
* Proficiency in dealing with Customers and maintaining efficient business terms with them.
* Experienced in analysis, business, operating, evaluation and decision making.
* Mastery, achieved in Inventory Management, Shrinkage Control, Sales& Target achievement.
* 2+ years management experience with knowledge of FMCG, GM & APPARELS department.
* Be able to manage time, plans, projects and people effectively also having good training skills & Aware of the industry developments and the business competitors.

**EXECUTIVE OPERATIONS CAPER INDIA PVT LTD, DEHRADUN**

**DISTRIBUTION CENTER UTTARAKHAND** ASSOCIATED WITH UNITED SPIRITS LTD

**DEHRADUN** (A DIAGEO GROUP COMPANY)

**07 DEC 2020 to Till Date**

**Job description:**

* Receives and stores product by designing and developing product movement and storage systems;
* Improving operations; managing staff.
* Managing Processes,
* People Management & Supervision,
* Data Entry Skills / Management / Processing,
* Dependability,
* Reporting Skills,
* Analysing Information,
* Dealing with Complexity,
* Deadline-Oriented

**DEPARTMENT MANAGER VISHAL MEGA MART, SAHARANPUR**

**FMCG & General Merchandise** AIRPLAZA RETAIL HOLDING PVT.LTD.

**02 Years & 08 Months** 07 MAR 2018 TO 23 OCT 2020

**Reason of leaving: Due to COVID-19 Impact**

**Job description:**

* Enforce quality customer service.
* Mentor and train employees.
* Provide a comfortable working environment.
* Implement business strategies to increase sales.
* Maintain and improve company standards.
* Prepare staff for job transition and succession.
* Manage the execution of product promotions.
* Keep staff motivated.

**ACHIEVEMENTS: 2**

* Successfully, systematically and hygienically reorganised the SDP of 10 years old VMM Ponta Sahib store having 14,000sq fit Area within 25 days with the help of (16 girls) store team members.

**ACHIEVEMENT: 1**

* Worked as offsetting ASM of NSO (New Store Opening) team & successfully established the 25000 Sq fit Sales Area of VISHAL MEGA MART store at Lal Pul Patel Nagar, DEHRADUN.
* Successfully hire, select, train & lead the 54 team members out of which, 03 has been promoted as Department Manager Apps, Head Cashier & Logistic In-charge.
* Also, handled 12500 Sq fit Area of 02 Department / 10 sections with the help of 17 team members.

FMCG -2000Sq fit Area with contribution of 22%.

GM– 10500Sq fit contribution of 41%.

**TEAM LEADER (Retail Operations)** **EASY DAY – VASUNDHARA -13**

**9 Months** FUTURE GROUP / RETAIL LTD

27 MAR 2017 TO 18 DEC 2017

**Reason of leaving: Personnel health issues.**

**Sr. CUSTOMER RELATIONSHIP EXECUTIVE TATA TELESERVICESLTD**

Retail Channel Sales and Customer Service 05 DEC 2015 TO 09 MAR 2017

**1 Year 4 Months**

**Reason of leaving: Process shutdown.**

**ASSIST. ACCOUNTANT CUM GOLDEN KEY UNIT RUN CANTEEN**

**GENERAL CLERK 3Years 4Months** (C/O HQ 14 RAPID (S) DIVISION)

20-NOV-2011 to 31-MAR-2015

**ACHIEVEMENTS:**

* Joined the organisation as **“Billing Clerk”** in Nov 2011.
* Got promoted as **“Assistant Accountant”** in 01 APR 2014.

**Reason of leaving: Personnel Growth &Learning’s.**

**PROFESSIONAL QUALIFICATIONS**

* Six-month Diploma in Computer Application.
* Diploma in Desktop Publishing from HILTRON CALC.
* Advance Diploma in Software Technology from HILTRON CALC

**COMPUTEREXPOSURE**

* Microsoft Office (Word, Excel, Power Point).
* Knowledge of internet
* English typing with 30 w.p.m. / Hindi typing with 25 w.p.m.

**ACADEMIC QUALIFICATION**

* Perusing MBA - Marketing from Jaipur National University (Distance Education).
* Graduate with Bachelors of Arts Passed from D.A.V (PG) College, Dehradun.
* Intermediate with Science Group Passed from U.K. Board.
* High school with Science Group Passed from C.B.S.E Board.

**SPECIALIZATION AREA (KEY SKILLS)**

* Ability to learn new skills quickly.
* Interpersonal Skills.
* Customer Service Skills.
* High energy levels & Result orientation.
* Strongly a team player “can do attitude”.
* Excellent Computer skills.
* Effective Communication skills
* Fast Learning capability.

**PERSONAL INTEREST**

* Making good and healthy relationship.
* Listing Music
* Reading, Travelling and surfing Internet.

**PERSONEL PROFILE**

* Father ‘s Name :- Shri Ram Krishan Singh Rawat
* Date of Birth : - 05- March – 1990
* Language proficiency : - Hindi/ English
* Marital status : - Married
* Gender : - Male
* Mobile no :- 8937997999, 9837997999
* Email ID : - [Sanjayraw511@gmail.com](mailto:Sanjayraw511@gmail.com)

**DECLARATION:**

* I hereby declare that all information stated above is true and complete to the best of my knowledge and belief that nothing has been concealed / distorted.

DATE: -………………...

PLACE: ................. **(Sanjay Singh Rawat**)