



Mitesh Patel

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Seeking a position in that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals

Skills

- Analytical Skill
- Direct and indirect Sales, Branding & Promotion
- Internal Audit and Management Audit
- Strategic Planning & Corporate Communication
- Process Management
- Channel Development

Education and qualifications

MBA: Marketing, Sikkim Manipal University, Ahmedabad, 2013
BCA: Computer Science, Saurashtra University, Rajkot, 2011
HSC: H.S.S.C.E Board, Gujarat, 2006

Career summary

Dec 15 – Present **BHATIA TRADERS CO LLC. (U.A.E.)**
Retail Co-ordinator

- Responsible for training and ongoing development of shop staff.
- Responsible for execution of promotions in the retail outlets.
- To offer guidelines to keep the store within the standards established by the organization.
- To participate in quarterly reviews of shop performance, performance appraisal and other aspects related to the success of the operations.
- To maintain relationship with staff – both professional & cordial.
- To work closely with managers above the shop levels & backend operations team.
- To achieve a minimum goal of 1 visit per location per week.
- To monitor and attend all shops and report to Director and Sr Manager the current condition of the store including but not limited to business and level of sales, visual merchandise displays, stock levels, store traffic/displays. Happenings with associates and upcoming store events.
- While in stores: update floor displays: by size colour and style, organize stock room as needed, discuss with managers ways to improve business, ensure that the floor is fully stocked and move pieces from stock room onto selling floor.
- Analyse weekly sales reports especially, Week to Date (WTD) Prepare store reports, based on weekly store visits and upload photos and all necessary information to Sales team.
- Help prepare floor and participate in all store events to help sell product and more importantly to show our support for all respective stores.
- Assist team with any other projects on an as needed basis.
- Assist with new Shop in Shop Openings as requested.

Supervisor

- Preparation of various MIS (Management Information System) reports for management purpose
- Profiling and cross verification of the details provided by customer such as contact point verification or asset verification. Tele-verification, database check and reference check are an integral part of this activity. Field investigations are used in the retail segment where volumes are high and turnaround time is short – requiring quick response and agile solutions.
- Verify complete details of the candidates before/after hiring, including checks on previous employment, current and permanent residence, neighbor reference and negative database.
- Verifying and crosschecking various mandatory documents such as income documents, financial statements, bank statements, KYC documents and property documents provided by customers.
- Expert in Inventory audits, securitization audits, File Audit, Quality audits, Receipt audits, Collection audits, and Franchisee/Business Partner audits
- Directing all activities associated with target setting for all team members, the prioritization of tasks, monitoring and final reporting
- Forging strong and sustainable relations with client, employing outstanding communication and interpersonal skills in the process
- Performing a wide range of duties on a regular basis, such as resolving problems for customers, completing the monthly billing process and overseeing the daily MIS process.
- Started successfully one office at Jamshedpur.

Key skills

I.T.: MS Office, Photoshop, Visual Basic, PHP

Certificate: Quality Management Systems Internal Auditor Training Course
(Based on ISO 9001:2015 Standard)

Languages Known: Fluent in English, Hindi and Gujarati

Personal Details

Name: Mitesh Girdharbhai Patel

Date of Birth: 04th March 1988

Driving Licence: UAE Driving Licence

Passport No.: J5139663

Nationality: Indian

Marital Status: Married