

# CURRICULUM VITAE

## AMIT D. RAI



G-3 SHIVAM APT,  
KAPURBAWADI,  
THANE (w)  
**Thane - 400610**

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### Career Objective:

Contribute my management skills and strong commitment to become a specialist in my profession. Willingness to take risks in an organization. Aspiring for a position in the industry line that will help me grow professionally as well as personally as per the best of my skills & knowledge where I can shape up my imagination and strive towards my vision

### Academic Qualification:

Degree/ Course	Institution	University / Board	Month & Year of Passing	%
MMS	Saket College of Management	Mumbai University	2013	79
BMS	Dnyangnaga Education Trust College	Mumbai University	May 2010	64
12 <sup>th</sup>	Majiwade English high school& junior College.	Maharashtra board	April 2007	62
10 <sup>th</sup>	Majiwade English high school& junior College.	Maharashtra board	April 2005	55

### Technical Skills:

- BASIC COMPUTER KNOWLEDGE AND INTERNET SURFING
- MS OFFICE,ADVANCED EXCEL

#### **Area of Interest:**

- **Product and brand management, Strategic planning, Sales and Marketing.**
- **People Representative, People and team ,Campaign design & Customer service, Operations,Admin,Team lead, Training**

#### **Work Experience:**

#### **TOTAL EXPERIENCE-7 YEARS**

##### **PREVIOUS WORKS EXPERIENCE**

- **JOB TITLE: Sales Advisor**
- **COMPANY NAME : Marks N Spencer**
- **WORKING PERIOD : 1 year 6 Months (AUG -2013 TO FEB - 2015)**

### **JOB DESCRIPTION**

#### **Roles & Responsibility**

- \* Actively greeting customers and maintaining a level of conversation during their store visit.
- \* Assisted customers with product selection and queries
- \* Set up store displays
- \* Weekly Stock verification.
- \* Handling back office work and doing FHS Activities in absence of FHSO
- \* Setting the store as per Plano gram.
- \* Sales planning to achieve budgeted target.
- \* Stock in warding & out Warding.
- \* Taking care of BTL activities.
- \* Handling queries of customers & Taking care of overall loyalty program of the store
- \* Follow store opening and closing process

## **REWARDS AND RECOGNITION**

- ✓ **Employee of The Month For Aug 2014**
- ✓ **WOW Cards for Best Performance in June & Aug 2014**
- ✓ **100% attendance award for two consecutive quarter in 2013-2014**
- ✓ **Three times Outstanding Sales Achievement Award.**

( II)

- **JOB TITLE :** FASHION ADVISOR( Sr. CRO)
- **COMPANY NAME :** RAYMOND MADE-TO- MEASURE
- **WORKING PERIOD :** 1 Year 6 Month (FEB -2015 TO AUG - 2016)

## **JOB DESCRIPTION**

### **Roles & Responsibility**

- ✓ Making sales and customer service
- ✓ Assisting Measurement process & styling of customer
- ✓ Merchandise management and preparing daily reports
- ✓ Maintenance of look book and I pad
- ✓ Adhering to in-store VM & Marketing practice
- ✓ Store Accounting & security
- ✓ Handling store in absence of manager
- ✓ Store Opening & closing Procedure
- ✓ To check on House-keeping staff on Basic Hygiene, grooming & uniform

## **CURRENT WORKS EXPERIENCE**

- JOB TITLE : DEPARTMENT MANAGER
- COMPANY NAME : Hennes & Mauritz **Retail India LTD (H&M)**
- WORKING PERIOD : Working from Aug-2016 Till present

## **Roles & Responsibility**

### **SALES AND PROFIT**

- ✓ Merchandise management and preparing daily reports
- ✓ Regularly analyses and follow up Sales & Profit KPIs for your department and together with the Visual Merchandisers and take action to maximize sales
- ✓ Together with the Store Management team, set the hours plan for the department in line with the sales budget
- ✓ Ensure Store Operations & Best Practices are followed in your department and throughout the store
- ✓ Actively prevent loss and ensure department follows appropriate guidelines
- ✓ Ensure Customer service standards are delivered in my department and throughout the store
- ✓ Together with the Store Management team, ensure scheduling for the department maximizes Conversion and is within the frame of the hours plan
- ✓ Adhering to in-store VM &Marketing practice
- ✓ Store Accounting & security
- ✓ Store Opening &closing Procedure

### **PEOPLE AND TEAM**

- ✓ Making sales and customer service
- ✓ Manage recruitment, training, development and succession planning for team
- ✓ Evaluate and manage the performance of team
- ✓ Give feedback and executing dialogue and follow-up for same
- ✓ Actively work with talent pipe line in department to support the business and store needs
- ✓ Strengthen the company culture by promoting feedback in our daily work and coach team to do the same
- ✓ Ensure that Health & Safety, legal and security issues are being handled in accordance with company standards and local laws, ensuring employee and customer safety at all times

### Academic Projects:

**Project on Volkswagen** (Customer Relationship) [In F.Y MMS ]

**Project on big bazaar** (Marketing and Retail) [Final Project in S.Y.MMS]

**2 Months Summer internship in Volkswagen at Global Gallery motors, Thane During MMS**

### Achievements-co-curricular & Extra Curricular:

- Attended National Seminars on –  
“THINK GLOBAL ACT LOCAL”
- Attended Seminar How to be a Smart Investor.
- Best leader at H&M and Most Conscious person in team

### Personal Skill:

- Ability to build customer relationships.
- Strong written and verbal communications.
- Fast learner and Hard Worker and Strong execution skills, Action oriented, go getter
- Willing to work efficiently and effectively.
- Eager to learn new things and Ability to work under pressure situations

### Personal Profile:

Father's name : Mr. Dinesh Rai  
Date of Birth : 22-06-1990.  
Gender : Male  
Marital Status : Single  
Nationality : Indian

### Declaration:

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

**Place :**

**Date :**

**(AMIT D. RAI)**