

SREEJITH RAVIKUMAR

Adithya House

Maruthorvattom P.O

Cherthala

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Dear Sir/Mam,

I am putting forth this letter in the hope of achieving Management Position in your esteemed organization. I am sure contributed and can definitely be an asset to the entire organization. Presently I am working as **Manager (Sales & Purchase Operation) In WEMART Hypermarket Pvt Ltd.**

I have completed my In-flight Training with Jet airways besides one year Diploma in Hospitality Management form Informatics Campus, Singapore and also completed Hospitality, Aviation and Travel management from 'Frank Finn institute of Air hostess training management'. And 10 Finest Years of Experience in Various Levels of Hospitality& Retail Operations Industry.

My Resume is enclosed for your information and can be contacted at the address above.

Thanking you Sir/Mam,

Yours Truly

Sreejith .R

CURRICULUM VITAE

Name : **SREEJITH RAVIKUMAR**
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Cherthala
AlappuzhaDist. Kerala
: +919207208382, +919544740102
E –mail ID : sreejiadithyan@gmail.com

PERSONAL DETAILS

Date of Birth : 20th May 1988
Nationality : Indian
Height : 177 cms
Weight : 74 kg
Marital Status : Married
Gender : Male

EDUCATIONAL QULAIFICATIONS

Course	University/Board	Percentage
Higher Secondary Education	Board of Higher Secondary Education	60%
S.S.L.C	Board of Public Examination Kerala	64%

Professional Qualifications

- In-Flight Training (Jet Airways, Cochin, 2008)
- Diploma in BTEC HNC in Aviation , Hospitality and Travel Management (Frankfinn2008)
 - Swimming training program (Frankfinn2008)
 - Basic First Aid Course (Frankfinn2008)
 - Diploma in Hospitality and tourism operation Management (Informatics Campus 2007, Singapore)

Work Experience

Company – WEMART Hypermarket Pvt. Ltd.

Designation–Manager (Sales & Purchase Operations)

Aug 2020 to Present

Job Description– Establish and implement purchasing policies, procedures and best practices
Monitor ongoing compliance with purchasing policies and procedures
Direct procurement policies to ensure all items are purchased and delivered within budget and time constraints
Identify and source new suppliers and vendors
Manage vendor and supplier selection process based on price, quality, support, capacity and reliability
Develop and maintain strategic relationships with key suppliers and vendors
Establish and update an approved vendor/supplier database
Develop, negotiate and administer purchasing agreements and contracts with suppliers in support of organizational requirements
Evaluate contracts to ensure compliance with legal requirements and organizational policies
Monitor supplier and vendor compliance with contractual agreements
Measure and manage the vendor and supplier cost, quality and delivery performance
Oversee supplier compliance with internal quality standards and external regulations
troubleshoot cost, quality and delivery concerns
Manage risk relating to quality, cost, delivery and supply of purchases
Introduce performance improvement measures for suppliers and vendors
Work with relevant departments to manage inventory requirements
Facilitate timely placement of purchase orders
Review purchase orders for proper authorization and compliance with organizational policy and procedures
Develop and manage purchasing budgets and forecasts
Monitor and reduce purchase variances to meet profit objectives
Produce regular reports on purchase commitments, costs and delivery performance.
Work closely with warehouse, transport team and order processing team to ensure timely shipments & inventory management and always review the fulfilment / delivery options.
Oversee the operations and daily activities of the purchasing department
Performance manage, develop and motivate purchasing staff
Direct continuous improvement of purchasing processes in line with changing organizational needs and market conditions.
Retail Store Operations.
Staff Management
Inventory Control
Staff Training

Company – Gentleman Chit Funds India Pvt. Ltd.

Designation – **Business Manager (Cherthala)**

May 2019 to May 2020 (1 Year)

Job Description– Develop goals and objectives that tend to growth and prosperity
Design and implement business plans and strategies to promote the attainment of goals
Ensure that the company has the adequate and suitable resources to complete its activities (e.g. people, material, equipment etc.)
Organize and coordinate operations in ways that ensure maximum productivity
Supervise the work of employees and provide feedback and counsel to improve efficiency and effectiveness
Maintain relationships with partners/vendors/suppliers
Gather, analyze and interpret external and internal data and write reports
Assess overall company performance against objectives
Represent the company in events, conferences etc.
Ensure adherence to legal rules and guidelines

Company – Techno Trade Retail Services India Pvt. Ltd.

Designation – **Circle/District Manager (Trivandrum & Kottayam)**

Sep 2018 to March 2019 (6 months)

Job Description– Ensures Execution of the footfall generation plan & monitors quality
Store business plan inputs
Compiles the competition information (Sales, Offers & Merchandise) and validate between Markets
Builds up a Picture of Emerging threat/opportunities.
Undertakes regular Store visits & recommends merchandise changes if required, and point out gaps.
Monitor Store Operations & Ensure Compliances adherence wrt Cash Management, Stock management, Cost Management, Staff Attendance.
Responsible for Coordinating Store Opening & Closing
Responsible for Staff Recruitment& Training.
Engages in Superior customer service by making information readily available.
Develop rapport with top customers of every store.
Sales Target & Sales forecasting.
Expense & Budget Control.

Company – Aditya Birla Fashion Retail Ltd.

Designation – Store Manager/ Brand Training- In charge

May 2016 to May 2018 (2 years)

Job Description - Ensure shop achieves/exceeds target sales and Gift Aid budget.
Monitor key performance indicators and achieve continual improvement on average transaction values and customer count.
Analyze and feedback sales performance and trends to the Area Business Manager, suggesting improvements.
Monitor and check security of stock and cash on the premises and report any shortfalls to Area Business Manager.
Kerala North Region Training & Operation Assistance.
Seasonal Stock Allocation & Damage Stock Mobilization.
Responsible for the recruitment, induction, management and training of all shop Supervisors and RE's.
Role model exceptional customer service, ensuring staff and volunteers maintain high standards of customer care.
Lead and develop the staff/volunteer team in the shop, encouraging effective communication, setting objectives, initiating work plans and helping to foster team spirit
To propose action to ABM for improvements in operations.

Company – Life Home Health Care LLC

Designation – Store Manager/Cluster in Charge (Sharjah Operations)

Jan 2014 to Feb 2016 (2 years 1 month)

Job Description- Responsible for the overall budget and strategy for all shops within your cluster.
Manage and resolve complex operational issues that arise across multiple sites.
Work collaboratively with the Area Business Manager and Retail Management teams making sure they are fully informed about Retail activities.
Manage the performance of Shop Managers, Supervisors, Retail Executives, Brand Promoters through regular 1 2 1's, performance reviews and foster a culture of learning and development.
Coach and develop Shop Managers to achieve excellent standards, results and best practice.
Ensure Shop Managers adhere to Company policies and procedures at all times
Oversee resourcing of Shop Managers and Supervisors in cluster shops including adequate day off and holiday cover.
Support the opening of new and refitted shops by ensuring merchandising, stocking and preparation is ready for the set opening date.
Conduct mandatory health and safety and maintenance checks in all cluster shops.

Company – Boots Pharmacy (M.H Alshaya LLC)

Designation – Senior Sales Associate

Jul 2011 to Nov 2013 (2 years 4 months)

Job Description - Stock Handling

- Merchandising the Delivered Goods
- Monitoring the Training Staffs
- Cash Handling
- Stock Order Monitoring
- Customer Service Driving Sales (On Peak hours)
- Complaint Handling
- Telephone Operation

Company – The Regant Lake Palace

Designation – Front Office Supervisor

Feb 2010 to Jan 2011 (11 months)

Job responsibility - Guest Relation

- Front office Handling
- Reservation in Charge
- Event Coordination
- Complaint Handling
- Billing & Cash Handling
- Night Auditing
- Telephone Operation

Company – Hotel Arcadia Regency, Allepy

Designation – Front Office Executive

Apr 2008 to May 2009 (1 year 1 month)

Job responsibility - Guest Relation

- Front office Handling
- Reservation in Charge
- Marketing
- Complaint Handling
- Billing & Cash Handling
- Night Auditing

LINGUSTIC SKILLS

Languages Known	Read	Write	Speak
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	✓
Tamil	----	---	✓

Personal Projects

- Brand Awareness Program (Dec 2016- Dec 2017)

Achievements

- Customer Excellence Award Dubai Govt. (03/2015 – 03/2016)
(Customer Excellence Program Regulated by Dubai Govt. To Find Out who's Doing Excellent Customer Service which Leads the Organization to Win Retail Excellence Award)
- Super Coach Tittle among Store Managers.
Super Coach Tittle Achievement earned through Intensive Support Training Given to the Maximum Fellow Stores.
- Certified Retail Acessor Of C&K Management Authorized By NSDC (National Skill Development Corporation) For PMKVY Project.

SKILL SETS

- Hardworking
- Patient
- Adaptable
- Honest
- Reliable

Declaration

I hereby declare that the above information furnished is true to my knowledge

Place: Cherthala

Date:

(Sreejith Ravikumar)