

Resume of Aashutosh Punjabi

28 Ramdev Nagar society
Palanpur patya road Adajan
Surat - 395009

Date of Birth: 3rd Nov 1998
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Education Background:

Bachelors of Commerce (Jun2016 – April - 2019)

South Gujarat University

Objective: To make Career in sales industry with national and international exposure.

Employment history

Vicky's Boutique (Gents Garment retail Outlet-Surat)

Start Date:	Jun-2019
End Date:	Till Date
Position/Title:	Retail & Marketing Manager
Responsibilities:	<ul style="list-style-type: none">▪ Merchandising and managing the retail store▪ Providing customers with excellent service and product information.▪ Working with customized Retail Manager software for tagging and invoicing▪ Picking orders according to online sales manifests▪ Efficient and accurate cash handling, banking and control of monies▪ Managing all aspects of ordering: taking orders, supervising packing, arranging appropriate freight companies for delivery, dispatching goods, managing dispatch paperwork files and invoicing▪ Packing and dispatching of online orders to clients and maintaining customer accounts▪ Communicating and coordinating with the Wholesale suppliers and agents regarding the ordering of new products and back orders

Achievements:	<ul style="list-style-type: none"> ▪ Built good long-term relationships with customers by handling customer queries and complaints promptly and providing excellent service ▪ Provided me with the invaluable experience of dealing with existing and prospective clients, solution resolution and client relationship development.
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Summary of Skills

Non-Technical Skills:	<ul style="list-style-type: none"> ▪ Strong sales skills ▪ Ability to meet deadlines & work within a budget ▪ Excellent organizational skills ▪ Initiative & aptitude for problem solving ▪ Exceptional customer service skills ▪ Strong analytical skills ▪ Ability to work as part of a team or autonomously ▪ Excellent oral and written communication skills ▪ Highly computer literate ▪ Strong negotiation skills ▪ Time management and Task prioritizing
Computer Skills:	MS Word, MS PowerPoint, MS Excel, Windows Advance use of Internet

Referees provided on demand.