



Vivek Patel

Store manager

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Languages

English

About

BRANDS WORKED WITH

Jade blue lifestyle India limited

ORRA Fine Jewellery Private Limited

Reliance Fresh

Experience

● Asst. Store Manager

ORRA Fine Jewellery Private Limited | Jan 2020 - Apr 2023

o Responsible to replenish and team handling, Inventory management, store hygiene maintaining. o Taking supervision on team to get stock received, SAP completion. o Planning to reach FTD,MTD,& YTD target through CC team and floor service. o Ensuring the 100% stock availability through raising the PO and follow with supplier and scheduling the appointment to receive the stock on time. o Planning and supporting to PI team for stock check. o In particular shift taking care of all operational activity like replenishment, CRM, coordinating with supplier, motivating the team to task orient with delight service to customer, Training the team. o Ensure the business competence especially about service products and customer claims by supporting the department in their efforts to improve according to agreed development plans. o Coordinating with all the department like maintenance, HK, Sales team, VM team, Check out, CSD & Delivery Team. o Controlling the value of WO, shrink and dump value. o Experience handling in Inbound and Outbound process. o Preparing Reports Daily basis (Weekly, Quarterly, and Monthly). o Responsible for BOH staff Recruiting, training, Coaching, orienting and motivating employees.

● Asst. Store Manager

Jade blue lifestyle India limited | May 2015 - Dec 2019

Responsible for the following aspects of the operations: Sales planning, Team Motivating, Cost Controlling. Also involved in identifying and Implementing Process, initiative to reduce the overall Operational cost base through achieving sales target.

o Responsible to replenish and team handling, Inventory management, store hygiene maintaining. o Taking supervision on team to get stock received, SAP completion. o Planning to reach FTD,MTD,& YTD target through floor service. o Ensuring the 100% stock availability through raising the PO and follow with supplier and scheduling the appointment to receive the stock on time. o Planning and supporting to PI team for stock check. o Ensure the business competence especially about service products and customer claims by supporting the department in their efforts to improve according to agreed development plans. o Experience handling in Inbound and Outbound process. o Preparing Reports Daily basis (Weekly, Quarterly, and Monthly). o Responsible for DC staff Recruiting, training, Coaching, orienting and motivating employees.



● Team Leader

Reliance Fresh | May 2013 - Apr 2015

Responsible for the following aspects of the Operations: Sales planning, Team Motivating, Cost Controlling. Also involved in identifying and Implementing Process, initiative to reduce the overall Operational cost base through achieving sales target.

o Planning to reach FTD,MTD,& YTD target through CC team and floor service. o Ensuring the 100% stock availability through raising the PO and follow with supplier and scheduling the appointment to receive the stock on time. o Planning and supporting to PI team for stock check. o In particular shift taking care of all operational activity like replenishment, CRM, coordinating with supplier, motivating the team to task orient with delight service to customer, Training the team. o Coordinating with all

the department like maintenance, HK, Sales team, VM team, Check out, CSD & Delivery Team. o Experience handling in Inbound and Outbound process. o Preparing Reports Daily basis (Weekly, Quarterly, and Monthly).

- **Sales Associate**

Jade blue lifestyle India limited | Mar 2010 - Apr 2011

o Attaining Walk In customers inside store. o Promoting the brands and doing promotion. o Sales and achieving the given target. o Customer satisfaction helping with their needs. o Co-ordination with the team member o Stock management & control of all purchase orders / Returns o To maintain consistent delivery of visual merchandising standards, general presentation & cleanliness standards in the store. o To keep Clients informed on new products, services and other information. o To liaise with operation on opportunities & issues for over all store operation.

Education & Training

- 2007 ● **GSHEB**
Higher Secondary Certificate,
- 2010 ● **S.P. University**
Bachelor of Commerce,
- 2013 ● **S.P. University**
Master of Management,
- 2014 ● **S.P. University**
Diploma Labor Practice,
- 2024 ● **Regent College**
MBA General,