



# Yaman Lohat

Administrative Specialist

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## Languages

English

## About

With a year's experience at Decathlon, I've honed my skills in customer service, visual merchandising, and product knowledge training. Passionate about offering personalised sports equipment advice, I'm adept at enhancing the shopping environment and exceeding sales targets. Fluent in basic English with extensive experience across various retail settings.

### BRANDS WORKED WITH

Decathlon

Kalra Traders

## Experience



### ● Sports Retail Specialist

Decathlon | Jul 2022 - Jul 2023

- Managed daily store operations, ensuring optimal stock levels, Visual merchandising, and a clean shopping environment.
- Collaborated with the sales team to achieve and exceed monthly sales targets consistently.
- Conducted product knowledge training sessions for new staff members to enhance their understanding of sports equipment.
- Cultivated a customer – centric environment by connecting with sports enthusiasts on a personal level, provided tailored advice and recommendations based on customers sports preferences and requirements, fostering trust and loyalty.

### ● Administrative Manager

Kalra Traders | Sep 2020 - Jul 2022

(Textile Company)

Administrative Manager

- Overseeing day-to-day administrative operations.
- Managing office procedures and Policies.
- Coordinating with Various departments for efficient workflow.
- Handling employee relations, including recruitment and onboarding processes.
- Implementing and improving administrative processes.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.

## Education & Training

2017 - 2023

### ● Science and Technology

Bachelor of Arts,

2025

### ● Ravensbourne University

Master of Business,