**RESUME **

**WAJID ANSARI**

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Manama

Bahrain

#### PROFESSIONAL GOAL:

#### To continuously improve the level of professional competence, efficiency and reliability by hard work and dedication towards upgrading personal knowledge and technical know-how through careful observation and perseverance in order to contribute to the organization whose clients will ultimately benefit from the results and strengths.

#### OBJECTIVE:

To excel in the field of Retail Sales by working in a progressive team oriented environment which fully utilize my potentials and thus help the organization, the position should be challenging having an opportunity for career development.

**PROFESSIONAL HIGHLIGHTS**

#### Nov-2017-to present, Duty Manager

#### Geekay Entertainment

#### Bahrain

About company

Geekay is one of the leading destinations for comic, movie and video game lovers in the region. It is a one stop shop for all pop culture fans and boasts of the latest and greatest in Geek culture with a wide range of products that cater to the needs of geeks in the region. The range of products vary from tees, caps, beanies, hoodies, etc. to statues, figures, comics, novels, mugs, key chains, merchandize and much more.

#### PRIMARY RESPONSIBLITIES:

Communicate sales plans and targets to the Shop/Department team, monitor performance on an on- going basis, and suggest corrective actions to hierarchy when needed

Assign routine and non-routine tasks and assist in the schedule preparation for the Sales Associates, Cashiers and Coordinators (when applicable) and ensure that activities are carried out in the most efficient manner

Greet customers and ensure that they are served by shop staff in a timely manner and in compliance with quality and customer service standards

Report occurring operational issues and handle customer complaints in in a timely manner, suggest solutions or escalate them as appropriate in order to ensure operational effectiveness and customer satisfaction

Handle or assist the Shop/Department Manager in handling the maintenance of inventories and placement of product orders to ensure effective stock management and availability of products Motivate team members and provide them with the necessary support in terms of training and development in order to optimize sales results

Supervise the Opening process of the shop in order to ensure that all set procedures regarding petty cash, reporting, systems, etc. are respected

#### May 2014 – Feb-2017, Store Manager

#### Blackberrys Menswear

#### South City Mall, Kolkata

#### About company

**Blackberrys is one of India's leading premium menswear fashion brands. Pioneering branded structured clothing for the evolving Indian male, the brand was established in 1991- the year of symbolic 'liberalisation' in India. Its iconic Suits and Jackets to Khakis to DLT trousers, has gradually 'liberated' the Indian male in his quest for a fashion forward look. Knits, Polos and fashion accessories are pushing the boundaries of a distinct Blackberrys 'look'. The latest addition from the house of Blackberrys is "URBAN", a collection that expressesman's boundary less approach to fashion**.

#### PRIMARY RESPONSIBLITIES:

* Responsible for day to day operation of the Store
* Responsible for Hygiene of the Store
* Responsible for meeting the targets
* Responsible for Achieving the Parameters
* Responsible for Customer Conversion, Basket Size
* Responsible for Achieving the desired Average selling price
* Preparation of Weekly, monthly reports
* Maintaing CRM
* Preparation of Sales Invoices.
* Maintaining Customer Ledger and Statement of Accounts.
* Review of petty cash replenishments of Petty Cash Custodians.
* Recording Stores Registers for issuances and receipts.
* Preparation of Credit Notes and Debit Notes.
* Preparation of Journal Vouchers and Payment Vouchers.
* Bank reconciliations.
* Monitor, control and coordination for sales collections.
* Doing any special accounting jobs as instructed by the Finance Manager
* Briefing the staffs about the products and targets
* Hitting targets set by the management

#### May 2011 – june 2013, sales supervisor

#### Samsung Electronics Gulf,

#### Abu Dhabi, UAE.

#### About company

#### Samsung gulf is one the leading manufacturer of Electronic goods around the world and in UAE.

#### The company leads in the manufacturing of smart phones and tablets across the globe

#### PRIMARY RESPONSIBLITIES:

* *Acting proactively in seeking and sharing current and accurate knowledge pertaining to all Samsung products and services*
* *Assisting the sales team in stock*
* *Assisting clients with the Samsung products like smart phones and tablets*
* *Assisting the team in drawing sales strategies*
* *Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks & benchmarking state-of-the-art practices*
* *Listening to customer requirements and presenting appropriately to make a sale;*
* *Maintaining and developing relationships with existing customers in person and via telephone calls.*
* *Negotiating the terms of an agreement and closing sales*
* *Negotiating on price, costs, delivery and specifications with buyers and managers*
* *Challenging any objections with a view to getting the customer to buy*
* *Liaising with suppliers to check the progress of existing orders*
* *Liaising with the mall management relating to product and servies*
* *Checking quantities of goods on display and in stock*
* *Updating sales and order information in Samsung portal*
* *Reviewing own sales performance, aiming to meet or exceed targets*
* *Making accurate, rapid cost calculations and providing customers with quotations*
* *Attending team meeting and sharing best practice with colleagues.*

**November 2008 – March 2011, Assistant Store Incharge**

**Al Zain Group of Companies,**

**Dubai, UAE.**

**About company**

**Al Zain group is one of the leading names in gems and jewellery industry in the Middle east,**

**it is one of the leading manufacturer of luxury jewellery specially diamond.it also leads in the**

**manufacturing of traditional and classic jewellery in gold .The company also deals in luxury watches.**

#### PRIMARY RESPONSIBLITIES:

* Assisting customer’s
* Detailing the customer’s about the product
* Pitching for sale
* Assisting in the preparation of daily and monthly Reports
* Preparation of monthly Sales & Collection Reports.
* Recording of Finished Goods & Raw materials inventory ledgers.
* Preparation of monthly Payroll Register.
* Preparation of Sales Invoices.
* Maintaining Customer Ledger and Statement of Accounts.
* Review of petty cash replenishments of Petty Cash Custodians.
* Recording Stores Registers for issuances and receipts.
* Preparation of Credit Notes and Debit Notes.
* Preparation of Journal Vouchers and Payment Vouchers.
* Bank reconciliations.
* Monitor, control and coordination for sales collections.
* Doing any special accounting jobs as instructed by the Finance Manager
* Briefing the staffs about the products and targets
* Hitting targets set by the management

**EDUCATION**

MBA – Marketing & HR – India,in 2009

B.com – from Calcutta university in 2007

**PERSONAL PROFILE**

Name : Wajid Ansari

Date of Birth : 03rd April, 1986

Religion : Islam

Nationality : Indian

Marital Status : married

Languages : English ,Hindi,Arabic

Passport No : G2799188

Place of issue : kolkata

Date of issue : 03/08/2007

Date of expiry : 02/08/2017

I hereby Declare that the above information provided are correct and true as per my belief and knowledge.

Date: Yours Sincere

Place:

 (WAJID ANSARI)