

AKSHAYBAR PRAJAPATI

ASST. ACCOUNTANT / MANAGER 📍 110042, DELHI, INDIA 📞 7292095576

◦ PERSONAL DETAIL ◦

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DELHI
110042, Delhi
INDIA
7292095576
akshaybar102@gmail.com

D.O.B.

10.06.1996
UTTAR PRADESH

NATIONALITY

INDIAN



Problem Solving Skills

Sales Strategies

Superior Customer Service Skills

Store management

Excellent Communication Skills

Communication

Multitasking Skills

HOBBY

LISTEN MUSIC
PLAY CRICKET

LANGUAGE

HINDI

ENGLISH



PROFESSIONAL PROFILE

- Assisting the manager in organizing, planning and implementing strategy
- Coordinating retail store operations
- Ensuring store schedules and objectives are met by employees
- Track the progress of weekly, monthly, quarterly and annual objectives
- Monitor and maintain store inventory
- Evaluate employee performance and identify hiring and training needs
- Supervise and motivate staff to perform their best
- Coach and support new and existing Sales Associates
- Monitor retail operating costs, budgets and resources
- Suggest sales training programs and techniques
- Communicate with clients and evaluate their needs

SKILLS

- Proven experience as a Retail Assistant Manager or similar position
- Experience with recruiting and performance evaluation processes
- Familiarity with financial and customer service principles
- Good math skills with the ability to create and analyze reports, spreadsheets and sales statistics
- Proficient user of MS Office (MS Excel in particular)
- Leadership and organizational abilities
- Interpersonal and communication skills
- Problem-solving attitude



JOB PROFILE

ASST. ACCOUNTANT 📍 📍 SANGAM ART N GLASS, DELHI

📅 📅 📅 📅 2014 – 📅 📅 📅 📅 2020

ASST. MANAGER 📍 📍 GLOSSY PAINT INDIA PVT LTD, DELHI

📅 📅 📅 2020 – 2023

- Monitor stock levels and purchases and ensure they stay within budget
- Deal with complaints from customers to maintain the store's reputation
- Inspect the areas in the store and resolve any issues that might arise
- Plan and oversee in-store promotional events or displays
- Keep abreast of market trends to determine the need for improvements in the store
- Analyze sales and revenue reports and make forecasts



EDUCATION

BA & B.COM, DELHI UNIVERSITY (SOL)

2013 – 2020



COURSE

DTP, PRAYAS INST. (GOVT APPROVED)

📅 📅 📅 2014 – 📅 📅 📅 📅 2016