

SINDHUJA R

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Tamil Nadu,
India.

Permanent Account Number:

GLWPS9991F

Objective:

To establish a challenging career in a Management Concern, where sound analytical and organizational skills would be needed wherein, I can apply my knowledge and acquire skills and contribute effectively.

Academic Record:

PROFESSIONAL DIPLOMA IN RETAIL

ALL INDIA MANAGEMENT ASSOCIATION (AIMA)

LANDMARK GROUP

SPECIALIZATION : RETAIL MARKETING

2016 - 2017

Life Style,
Tiruchirappalli,
Tamil Nadu.

60%

BACHELOR OF COMMERCE - [B.COM]

SPECIALIZATION : COMPUTER APPLICATION

2004 - 2007

Madurai Kamaraj University,
Madurai,
Tamil Nadu.

Affiliated to Kamaraj University, Madurai

50%

STATE BOARD OF TAMIL NADU - H S C [+2]

2003 - 2004

Chandler Matriculation Higher Secondary School,
Madurai
Tamil Nadu.

71%

STATE BOARD OF TAMIL NADU - S S L C [10TH]

2000 - 2001

Boiler Plant Girls Higher Secondary School,
Tiruchirappalli,

	Tamil Nadu. 73%
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PERSONAL PROFILE:

FATHER' s NAME : Mr.D.Rajendren

MOTHER' S NAME :

Mrs.M.Dhanalakshmi

DATE OF BIRTH : 05 May 1986

Age : 32 Years

GENDER : Female

NATIONALITY : Indian

Religion : Hindu

Marital Status : Married

Language Known :

Tamil	Read	Write	Speak
English	Read	Write	Speak
Hindi	Write	Write	–

Executive A3 - 2
Concept Operations &
Customer Service Desk
Footwear & Accessories Department
Lifestyle International Pvt Ltd
Landmark Group.

Computer Adroit:

Technical Qualification:

2002 TYPE WRITING IN ENGLISH LOWER

Tiruchirappalli, Tamil Nadu.

[Duration of the Course Six Months]

Work Experience:

Working As an **Accountant In Golden Industry, SIDCO Industrial Estate, Trichy - 620014**

[10th May 2013 To 30th November 2013]

Worked As an **Accountant in FSM Hyper Mall**, Singarathope, Trichy

[March 2014 To November 2014]

Working as **Team leader** at **Life Style International Pvt Ltd**, Trichy

[December 2015 To June 06,2020]

Roles and Responsibilities:

- Assisting to Concept Manager in handling an area of 2500 Sq Ft with the category of Kids Apparel.
- Handling the team of 19 Associates.
- Monitoring the department performance and identifying the corrective measures for any discrepancies arise.
- Man power planning for optimum efficiency and effectiveness.

INTERESTS:

- Financial Concern
- Marketing
- Retailing
- Business

HOBBIES:

- Indoor and Outdoor games
- Listening News and Songs
- Drawing
- Reading News paper

POSITIVE TRAITS:

- EEager to learn new things
- Self Motivated
- Self Confidence

ASSETS:

- Effective leadership and organizing skills.
- Sense of creativity, Problem solving and decision making abilities.
- Work commitment, initiativeness and high self esteem.

Roles and Responsibilities:

- Monitoring overall service and cleanliness standard of the department.
- Interacting with the customers and understand their need and expectations.
- Service as link between the associates and the Manager.
- Encourage the associates to come with ideas and suggestions to increase the overall sales.
- Undertake regular competition analysis and be updated of market conditions at all time.
- Monitoring the level of Shrinkage, Doing PI and taking care of the department back end operations.
- Handling Till management.

Awards:

- Best CSR Award in the Month of March 2016
- Carrier Excellence in the Months of October

Declaration:

I hereby assure that the above information is true and I will prove to be worthy of your confidence and satisfaction.

Place :

Date :

[R. SINDHUJA]

