

TANVI PRASHANT PATIL



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Professional Experience

1. H & M Hennez and Mauritz India Pvt Ltd (Phoenix Mall, Lowerparel) Department Manager (July 2016 – Till date) Total Store 35000 Sq ft

- Sales, Profitability and Team are the KRA which we focus through our strong Values and Leadership Qualities.
- Working at the heart of a fast-paced fashion business, in our department we create an environment that inspires the customers to explore their style.
- Lead and manage a team of 22 members to deliver the best shopping experience in Fashion retail, actively driving sales in the department.
- Consistently optimized staff sales per hour (SPH) to meet weekly budget
- Ensure all sales, campaigns and activities are run according to H&M standards.
- Ensure high quality, commercial garment presentation together with the Visual team.
- Ensure that the sales budget is kept to, Identify opportunities to increase customer satisfaction and sales.
- Perform sales follow-up and initiate actions to reach sales target. Manage stock levels and take key decisions about stock control.
- To lead and manage a team to enhance the shopping and working experience in the department, also to ensure that all the employee relation responsibilities, legal requirements and H&M policies are fulfilled.
- Recruitment, Training & Development of the Team.
- Organize, provide and carry out training initiatives for all colleagues in the department. Execute performance reviews and follow-ups.
- Follow up on store KPIs and initiate actions to reach store goals and budgets.
- Plan staff and organize department according to business needs and budgets.
- Ensure that safety, security and administration procedures are followed by all.

2. Fabindia Retail Pvt Ltd (Andheri).

Section Incharge (April 2014 – July 2016) Total store 8000 sq ft

- Ladies and Beauty Department is my major responsibility and had complete focus on my KRA and KPI (Sales, Service, People, Standards and Cost)
- Maintaining sales reports and distributing targets and driving sales is my daily responsibilities.
- Altogether 12 staff reports to me.

- Discuss Sales & profit report with SM and work on plan shared within us for maintaining growth over last year.
- Plan, organize and distribute staff schedule.
- To work on stock transfer, maintaining inventory level and adjust stock
- Ensure to work along with visual merchandiser for great look and feel of store.
- Follow up on store KPI's and take appropriate action.
- Managing customer queries & complaints

AREA'S OF EXPERTISE.

OPERATIONS

- Assists in managing daily Commercial and Financial operations with Store manager.
- Discussing daily targets with team members.
- Supervise team in performing duties.
- Plans and manage work schedules, training, and discipline.
- Directs employee to merchandise displays. Request inventory reports.
- Managing back store, stocks merchandising, stock movements, Coordination with logistic center.
- Visits competitive stores to analyze products, prices, displays and season launches.
- Crosscheck FHSO (Fire and Health Security Officer) and Coach for his daily checklist updation.

VISUAL MERCHANDISING

- Monitoring merchandise display (Indoor & outdoor).
- Highlight slow moving styles on key look areas to attract customers.
- Coordinating VM team for: Interior signages, Exterior signage's. Display catalogs, Range plan books. Creating display planogram with latest visuals.
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INVENTORY

- Plans stock take process and coordinate with external agency (Ken Consulting) to ensure the process work smoothly overnight.
- Work on top 5 cash loss department in stock take and ensure that staff to be vigilant.
- Coordinating inventory control team for new season launch.
- Summarized fast /slow moving styles, options and quantity balance.

REPORTS:

- Generates Midweek report and push targets for weekend to focus targets get achieved.
- STN (Stock transfer Note) and Sale Report, Option and Size wise Sell through report, Daily sales report.
- Analyzing Profit & Loss report , Monthly department report , planing & forecasting sale report.

Summer Internship (PGDM)

COMPANY	DESIGNATION	DURATION
INDIAN MARKET RESEARCH BUREAU (IMRB)	INTERN	2 nd May 2013 to 2 nd July 2013.

Computer Knowledge

- Well versed with Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Have completed MSCIT (Maharashtra state certificate in Information Technology).

Educational Qualifications

DEGREE	INSTITUTE	UNIVERSITY	PERCENTAGE	YEAR OF PASSING
PGDM	GNIMS	MUMBAI	70%	2012-2014
BMS	GOKHALE	MUMBAI	68%	2010-2011
HSC	GOKHALE	MUMBAI	74	2007-2008
SSC	GOKHALE	MUMBAI	70%	2005-2006

Additional Curricular Activities

- Participated for live project in BIGBAZAR for the event “SABSE SASTA 5 DIN”
- Participated for social cause in the event “Because I am a girl” - Rock Concert.
- Attended Philip Kotler’s Marketing seminar in Mumbai.
- Participated in College fest VIRSA-13 in Dance.
- Participated and won in Rural business model “Gaon Se Gaon Tak”
- Participated in ‘DREAM RUN’ a marathon for social cause conducted by GNIMS.

Personal Details

Date of Birth : 11th August 1990
Nationality : Indian
Marital Status : Married
Languages known : English, Hindi, Marathi, German(basic)
Hobbies : Networking & dancing

The above mentioned information is correct to the best of my knowledge and belief. I would feel privileged to submit any other information required.

Date: - _____

Place: - _____

Tanvi Patil