

ADMINISTRATION & SALES

Shobana Kaviyarasan
8838740492 / 8220173797
kaviyarasanshobana@gmail.com

OBJECTIVE

To work in an organization that provides an opportunity to gain acquaintance and experience. Wish to optimally utilize my potential and add value to the organization.

SKILLS

- Responsible for overseeing the entire store operations
- Maintaining daily mirror
- Responsible for store staff recruitment, training, coaching, orientation and motivation employees
- Managed merchandise layout and store appearance visual display arrangements
- Directed all activities required to achieve store sales, target, goals
- Proper process of inward and outward stock
- Ensure efficient handling of customer and maintaining high service standards
- Store management
- Staff briefing
- Team work
- Maintaining reports and data on a daily basis
- Billing
- Customer handling accounts, inventory management
- Complaint handling
- Promotion activities
- Ms office Complete typewriting lower in English

EXPERIENCE

25/07/2011 - 31/12/2018	Cuddles N Giggles
Chennai	Full showroom incharge and accounts maintenance. Purchase incharge
22/09/2019 - 31/11/2024	Aruna auto agency
Sundarapuram, coimbatore	Sales executive, Full showroom Maintaining, Accounts Maintenance

PROJECTS

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
BBA - Bachelor of Business Administration (Distance Education)	Madras university	78%	2014

ADDITIONAL PERSONAL INFO

Address	No:1/709, surveyor colony, eachanari, coimbatore 641 021.
Languages	Tamil, english, telugu
Date of Birth	20/12/1993

Marital status	Married
Nationality	Indian
Religion	Hindu
Gender	Female

DECLARATION & SIGN

I hereby declare that all the particulars mentioned above are true and correct to the best of my knowledge and beliefs.