

Neelam Rathi

Assistant Store Manager

Jaipur, Rajasthan · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

Retail management graduate with a year as a management trainee in a fashion store chain, working on the floor, at billing and in the stockroom. Supports the store manager with daily sales reviews, staff rosters and visual merchandising changes. Looking for an assistant store manager or department manager role in apparel or lifestyle retail.

SKILLS

Floor management · Visual merchandising · POS billing and cash closing · Stock receiving and audits · Staff rostering · Customer service · Sales reporting in Excel · Loss prevention basics

EXPERIENCE

Management Trainee, Retail Operations — Apparel and lifestyle store chain, Jaipur

1 year

- Rotated through billing, floor sales, trial rooms and stockroom in a 6,000 sq ft store.
- Set up weekly window and table displays as per head office guidelines and photographed them for compliance.
- Prepared daily sales and footfall reports and helped plan staff rosters for weekends and festivals.
- Led a stock count for the women's section and resolved variances with the inventory team.

Sales Associate (Part-time) — Footwear store, Jaipur

6 months · part-time

- Assisted customers with sizes and styles and handled exchanges politely.
- Kept the shelves organised and refilled fast-moving sizes from the back store.

EDUCATION

BBA in Retail Management — Private university, Jaipur

Project: customer flow study in a mall store

Higher Secondary (Commerce) — State board school, Ajmer

CERTIFICATIONS AND REGISTRATIONS

- Retail Store Operations, skill council course
- Visual Merchandising Basics, short course

PROJECTS

- Weekend staffing plan — matched staff schedules to footfall data, reducing billing queues on Saturdays

LANGUAGES

Hindi · English · Rajasthani