

ZAIN SARGUROH

Asst. Manager

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EXPERIENCE

Asst. Manager

Grace and Flair Studio Pvt Ltd

08/2019 - 10/2024 Mumbai, Maharashtra

- Drove stores operational activities focusing primarily on top-line and bottom-line by utilizing maximum use of available resources
- Undertook end-to-end sales; identified alternate potential sales channel, explored it and maximized business
- Led marketing plan and implemented over the same with the best interest for the business
- Managed VM activity of the floor and maintained as per international standard
- Hired, groomed & trained fashion consultants
- Maintained relationship with existing clients to generate maximum sales from existing database and also acquire new clients and serve them best
- Facilitated weekly sales report and presented to the business head

Storekeeper & Inspection In-charge (Insulation Works)

Hico Insulation Pvt Ltd (Third Party Contract off Shore)

12/2012 - 07/2019 Mormugao, Goa, Off Shore (IRON ORE CARRIERS)

- Proven ability to streamline operations and manage resources efficiently in a high-pressure marine environment.
- Conduct thorough inspections of incoming and outgoing materials, verifying quality and compliance with maritime regulations.
- Maintain accurate and detailed inventory records using digital inventory systems, enhancing traceability and reducing discrepancies.
- Coordinate with purchasing and supply chain departments for timely procurement of essential items.
- Supervise a team to ensure efficient warehouse operations, safety protocols, and proper handling of hazardous materials.

EDUCATION

Bachelor of Commerce

Mumbai University

12/2008 Mumbai, India

LANGUAGES

English
Native

Hindi
Proficient

SUMMARY

- High Impact Leader offering nearly 5 years of experience and proven record of Y-O-Y success in achieving business growth objectives and leveraging capabilities in conceptualizing & implementing effective ideas, strategies which added value to organization through inspiring leadership, rich experience & innovation excellence; targeting strategic assignment with a leading organization of high repute.
- Dedicated team member with entrepreneurial bent of mind, capable of achieving profit and business growth objectives within retail, turnaround & rapid-change environments.
- Exhibiting strong business acumen in leading and managing the sales operations including annual business planning, forecasting, budgeting, reporting, sales process optimization, target setting & allocation and sales program implementation.
- Expertise in retail operations including designing (fit-out), lease administration, government paperwork, supply chain management, material management & budgeting.
- Dedicated and experienced Storekeeping and Inspection In-Charge with a strong background in maritime logistics and inventory management.
- Skilled in maintaining accurate inventory records, overseeing inspection processes, and ensuring compliance with safety and regulatory standards.

SKILLS

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|----------------------------------|-----------|
| Brand Building | Budgeting |
| Business Development | |
| Customer Relationship Management | |
| Market Analysis | MS Office |
| Product Management | |
| Retail Operations | Tally |
| Team Building | |