

# **Sourav Pal**

## **Supervisor**

**Souravpal9269@gmail.com**

**+91-(797) 369-8399**

## **Summary**

- Looking for a position where I can integrate strategies to develop and expand existing customer sales, brand and product evolution, and media endorsement.

## **Career Objective**

- To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

## **Work Experiences**

### **Reliance petroleum limited**

Jan 2017 - May 2018

#### **Supervisor**

- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates
- Organize workflow and ensure that employees understand their duties or delegated tasks
- Monitor employee productivity and provide constructive feedback and coaching
- Receive complaints and resolve problems
- Maintain timekeeping and personnel records
- Pass on information from upper management to employees and vice versa
- Prepare and submit performance reports
- Decide on reward and promotion based on performance
- Hire and train new employees
- Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises

### **Moets Catering**

Feb 2018 - Mar 2020

#### **Store incharge**

- Keep a record of sales and restock the store accordingly.
- Manage and train store staff.
- Plan promotional campaigns for new products or specials.
- Ensure that the store is kept clean and organized.
- Mediate any confrontations between staff and clients, and de-escalate the situation.

### **Miniso ( Ardee Mall)**

Jun 2020 - Dec 2020

#### **Cashier,Salesman**

- Greet and direct customers
- Provide accurate information (e.g. product features, pricing and after-sales services)
- Answer customers' questions about specific products/services

- Conduct price and feature comparisons to facilitate purchasing
- Cross-sell products
- Ensure racks are fully stocked
- Manage returns of merchandise
- Coordinate with the Retail Sales Representatives team to provide excellent customer service (especially during peak times)
- Inform customers about discounts and special offers
- Provide customer feedback to the Store Manager
- Stay up-to-date with new products/services

## PAPRIKA KITCHEN

Nov 2021 - Present

### PURCHASING ASSISTANT

- *Researching and evaluating potential vendors.*
- *Comparing the prices of different vendors for gaining maximum ROI.*
- *Negotiating contracts on reasonable terms for pricing and supply.*
- *Tracking the orders and ensuring timely deliveries.*
- *Monitoring purchased products to ensure quality.*
- *Updating order details into our internal databases.*
- *Issuing purchase reports including the cost analysis.*
- *Ensuring stock availability and placing orders as and when required.*
- *Verifying receipt of items by comparing items received to items ordered.*
- *Resolving shipments in error with suppliers.*
- *Collaborating with the team to develop purchasing plans and find potential vendors.*
- *Maintaining good relationships with suppliers.*
- *Staying up-to-date with the latest market and industry trends.*

## Skills

- Problem Solving

## Educations

College/school	University/Board	Degree/Standard	Passing Date
Government senior secondary school tarn taran	PSEB	12th	2020
Kalgidhar public high school	PSEB	10th	2016

## Personal Information

Date Of Birth	28-07-1998
Country	India
Father's Name	Santosh pal

<b>Marital Status</b>	Single
<b>Gender</b>	Male
<b>Languages Known</b>	Hindi, English, Punjabi
<b>Hobbies</b>	Cricket, football, Learning
<b>Strengths</b>	Authentic, Dedicated, Honest, Leadership Experience, Creative, Responsible, Team Player
<b>Address</b>	Vpo kazikot Asr. Road tarn taran, Tarn Taran, Punjab, India

I hereby declare that all above information is in correct with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Date : 14/02/2022

Sourav Pal