

Deepak .S. Lotani



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Objective: To acquire a responsible and key placement in a dynamic organisation which aspires to reach a position in the market place through quality personnel, offering quality products, services and responsive customer inter-actions.

- **Organisation: Shiv Shakti Enterprise. Designation: Self Employed Period: Sep' 2002 to Aug' 2007 Profile:** Worked in various Dept. like Ordering goods ➤ I have done Indoor and outdoor sales. ➤ We try to make each lead to turn up as a customer and try to mention our lead benefits of our product and attract them with our best offer and price. □

- **Organisation: Discount Store, Kingston, Jamaica Designation: Store manager Period: Aug' 2007 to Mar' 2009** □

Job Responsibility – Store Manager

- Handle Cash, making Customer Invoice ➤ I have done Indoor and outdoor sales. ➤ We try to make each lead to turn up as a customer and try to mention our lead benefits of our product and attract them with our best offer and price ➤ Updating Customer New upcoming products and briefing them their cost ,packing details and quality ➤ Making Bill

manually as well as on system (Point of Sale) ➤ Offloading containers 45ft,40ft and 25ft Clearing containers from Wharf ➤ Organise and Parking goods in warehouse to avoid confusion to locate goods ➤ Delivery of goods to the customer as per instructed by customer (time, date and location)

- Sale Of IT Products ,Laptop ,accessories,Printer, Cartridges,Bags for laptop,Insurance,Sharing Version To Give Customer As A Freebies.
- Maintaining Stock ,ordering ,purchasing IT products

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• Organisation: Park & Shop Supermarket, Accra , Ghana
Designation: Shop Manager □ Period: Aug' 2009 to Aug' 2010

Job Responsibility – Store Manager

- Knowledge about Tobacco ➤ I have done Indoor and outdoor sales. ➤ We try to make each lead to turn up as a customer and try to mention our lead benefits of our product and attract them with our best offer and price ➤ Handle Cash, making Customer Invoice ➤ Updating Customer New upcoming products-and briefing them their cost ,packing details and quality ➤ Managing whole supermarket & other employees in it. ➤ Purchasing & Ordering Stock for Supermarket. Retailing. ➤ Organise and Parking goods in warehouse & maintaining the stock details. Accountant Maintaining stock sheet

•**□ Organisation: Freetown Direct Supermarket, Freetown , Sierra Leone**
Designation: Supervisor Period: Nov' 2010 to Oct' 2014 □

Job Responsibility – Supervisor

- Knowledge about Tobacco ➤ I have done Indoor and outdoor sales. ➤ We try to make each lead to turn up as a customer and try to mention our lead benefits of our product and attract them with our best offer and price ➤ Maintaining Shelves in the supermarket. ➤ Maintaining & Organising Store Room. ➤ Managing whole supermarket needs & other employees in it.

Receiving Supply of Supermarket. ➤ Taking orders & arranging for the goods & supplying same to big shipping companies (Lamalco).

Developing & maintaining good relations with the shipping companies & the authorities at the port for works to be done easily & fastly.

• **Organisation: Jacky's Electronics LLC., Dubai ,**

U.A.E. Designation: Sales Advisor Period:
Nov'2015 to Nov'2016

Job Responsibility – Team Leader

- Build customer pipelines for expected business ➤ I have done Indoor and outdoor sales. ➤ We try to make each lead to turn up as a customer and try to mention our lead benefits of our product and attract them with our best offer and price ➤ Solicit existing and new customers for business opportunities Promote and sell the company products, Offer discounts and deals where appropriate ➤ Promote the business by working closely with the marketing department ➤ Representing the organisation at trade exhibitions, events and demonstrations Negotiating on price, costs, delivery and specifications with buyers and managers. ➤ Advising on forthcoming product developments and discussing special promotions Checking quantities of goods on display in stock. ➤ Preparing Teller Sheets, Everyday Sales Report & Roaster. ➤

Specialised in selling ageing stock & preparing ageing report for whole retail shop. Top sales achiever in online marketing. ➤ Dealing with everyday cash received, depositing & withdrawals from bank.

- Responsible being a Team Leader for reporting & managing team members sales focus, dressing, in& out timings & their incentives. ➤ Preparing incentive sheet of employees with regards to incentive plan. Preparing footfalls report & documentary for each product & brand. ➤ Addressing customers issues relating to their mobile phone's software, installing screen guards, managing their mobile accessories ,etc.

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- Sale Of IT Products ,Laptop ,accessories,Printer, Cartridges,Bags for laptop,Insurance,Sharing Version To Give Customer As A Freebies.
- Maintaining Stock ,ordering ,purchasing,

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Organisation: Delifrost (SL) Ltd., Freetown, Sierra Leone

Designation: Operations Manager Period: July' 2017 to March' 2018 □

Job Responsibility – Operations Manager

- Taking care of cash, goods & supply. ➤ I have done Indoor and outdoor sales. ➤ We try to make each lead to turn up as a customer and try to mention our lead benefits of our product and attract them with our best offer and price ➤ Monitoring stock. ➤ Managing local staff at all 3

- outlets of Total Minimarts. ➤ Recruiting local & expatriate staff as & when needed. ➤ Preparing purchase orders & transfer orders. ➤ Preparing weekly & monthly sales report for all 3 outlets.

- Recording stock & maintenance prices regularly on monthly basis. ➤ Managing all the transactions relating to the outlets of Total Minimarts.

• Organisation: Arkays Ice Fr Meuble's Cameron,

Designation: Product Manager Period: May' 2018 to Nov 2019 □

Job Responsibility – Operations Manager

- Taking care of cash, goods & supply. ➤ I have done Indoor and outdoor sales. We try to make each lead to turn up as a customer and try to mention our lead benefits of our product and attract them with our best offer and price ➤ Monitoring stock. ➤ Managing local staff at all 3 outlets of Furniture shops. ➤ Recruiting local & expatriate staff as & when needed. ➤ Preparing purchase orders & transfer orders. ➤

Preparing weekly & monthly sales report for all 3 outlets.

- Recording stock & maintenance prices regularly on monthly basis. ➤ Managing all the transactions relating to the outlets of Total Minimarts. ➤ Inspection of sites for the prospectus acquaintance of new outlet of Furniture Shops. ➤ Participating & handling solely new events of the company. ➤ Making order Chain To Command & follow Up. Handing **Suzuki** and **TVS** local staff to go market and as a trainer I help them to share benefit of our product to reach target and share them a good scheme to attracts customer to

sale **Suzuki** and **TVS** 2 wheeler and 3 wheeler in the market and 3 time a week I join them and try to push and convert consumer to our buyer.

Achievements

- Successfully achieved sales target More Than 8 Months

Organisation: Ivenus Apple Premium Reseller Designation: Store Retail Head Manager
Period: March 2020 to Till Now.

1. Job Responsibility –
2. IT Products Like Macbook, Macbook pro & Customise as per customer need in macbook(CTO)Orders
3. Making List For Laptop covers,Insurance,Software update, Downloading Sharing files, sales of Microsoft office home & student activation sales flow in 21 outlet
4. Over all Making View Of Sale All Apple Products & Mandatory To Sales Accessories With Each Hardware.
5. Making Incentive Target Store wise.
6. Taking care of cash, goods & supply. ➤ I have done Indoor and outdoor sales.
7. We try to make each lead to turn up as a customer and try to mention our lead benefits of our product and attract them with our best offer and price ➤ Monitoring stock. ➤ Managing local staff ➤ Recruiting local & expatriate staff as Per Our needed.
8. ➤ Preparing purchase orders & transfer orders. ➤

Additional Qualification:

- 6.3
- Computer Knowledge of AS 400 ,and Tally
 - Bachelor Of Business Administration

Personal Details:

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| Name | : Deepak.S. lotani |
| Father's Name | : Mr. Santosh Lotani |
| Date of Birth | : 12-March-1985 |
| Gender | : Male |
| Religion | : Hindu |
| Marital Status | : Married |
| Nationality | : Indian |
| Language Known | : English, Hindi, Gujarati, Krio |
| Passport No | : M4082731 |
| Passport Expiry Date | : 30/11/2024 |
| Permanent Address | : 19, Santkawarram Society, Sindhi colony, Navsari, Gujarat |