



VENKATA BALAJEE MANIKONDA

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PROFESSIONAL SUMMARY

Offering over 14 Years of experience in Multi Industries working for the leading Organizations for Sales Operations, Inventory & Business Continuity.

Adapt to involve coordinating and oversees the functioning of driving increased customer Service and Sales by creating a friendly shopping environment and Pleasant Experience.

People leader Ship with effective motivating, hardworking, flexible & compatible attitude at all levels in the organization.

WORK HISTORY

Area Lead 11/2017 – 08/2021

Reliance Jio Infocomm Ltd, Visakhapatnam, AP, India.

- Responsible for Inventory levels Monitoring, Daily PI Counting and Posting in SAP.
- Ensuring to Control the Shrinkage with deep monitoring and Continues Trainings to the team.
- Responsible to maintain the Vehicles Transportation track from Distribution Center to Stores.
- Daily Sales Monitoring and Cash deposits on daily basis as per DSR.
- Ensure Daily Inward and Outward to be monitored with the Invoices as per the Process.
- Protecting the company's Assets and associates. It includes preventing, detecting and investigating theft and fraud with in assigned areas.
- Handling Multiple Business Units Geographically under Area's with in the 5 Districts with the team of 41.
- Carrying out the Surprise Audits to control/reduce the property / financial losses.
- Complete OJT being given by me for new joiners.
- SOP awareness training and physical security observations.
- Focused E-Commerce Setup Stores and NSO Stores ready ness of all the Security Aspects.
- Follow the CIR Process and required Support Providing to Employees.
- Monitoring security Automation Systems, ACS, IFAS, CCTV Surveillance, and VMS.
- Conducting Weekly and Monthly Reviews and Meetings for ongoing and Way forward Process.

Assistant Store Manager-SOP 12/2015 – 07/2017

Aditya Birla Fashion & Retail Ltd, Guntur, AP ,India

- Responsible for leading a Sales team Towards the Achievement of Common Sales Target While delivering the exceptional Customer Service.
- Ensuring Store day to day Operations related VM, Retail Store SOP, Inventory, Replenishment Checks, and Coordinating with Category team for Stock levels.

- Involvement in floor operations during peak business months and responsible for Internal Audit of Stock Movement & Shrinkage control.
- Handling Team reviews and briefings for their previous performances.
- Carryout regular meetings with team and Conduct Reviews on Sales Parameters.
- Keeping Sufficient Stock for Daily Sales Operations. Maintaining Base Stock levels upto mark and follow-up with the FEC (Front End Category) Team.
- Conducting in store Trainings for all the PT & NPT Staff. Ensure effective display and quicker refill without shoplifting the garments.
- Ensure and Surprise Checks of Tagging Standards for all the Apparels / footwear.
- Build Relationship with Customers and resolve Customer Issues on time.
- Monitoring and Review on the Customer Returns at Customer Service Desk and take the feedback.
- Timely Updates given to HR Team for Payroll and Incentive Plan Structure in Poornata.

Deputy Manager Branch Operations 04/2013 – 11/2015

HDFC Bank Ltd, Vijayawada, AP, India

- Branch Opening and Closing Operational activities. Responsible for Authorizing Cash and Customer transactions at the Teller counter.
- To conduct all daily duties in line with the roles & responsibilities, corporate salaries processing and salary uploads and Verification of Payroll reports & Final Settlements.
- Supervising all Cash and Non-Cash transactions like DD/MC, fund transfers and accepting/Paying cash - banks attached to Currency Chest by RBI.
- Branch Operations and Audit Compliance High attention to detail, accuracy as well as customer service orientation, Managing vault limits & vault custodian.
- Surprise verification - Fortnightly - Police duty, CCTV Monitoring and record on weekly. Additional add on Sales Support for Branch Productivity.

Team Leader-Accounts-Cash Office 05/2011 – 09/2012

Walmart India Pvt Ltd ,Guntur, AP, India

- Leading the team of 30 Associates, Scheduling & Commanding Responsible for maintaining floor discipline.
- Manage Petty Cash Expenses.
- Prepare General ledger and reconciliation for Monthly, Quarterly.
- Maintaining Daily, Weekly & Monthly reports relating to sale transactions and Inward and Outward Inventory Records
- Membership management and CSD maintenance and Freebee Inventory Tracking @CSD.
- Responsible to maintain right amount of inventory in Freebie and Refund.
- Monitoring and Controlling of Cash In-flow and Out-flow Transactions with all the mode of Payments
- Maintain the Financial related records and Banking Transactions.

Head Cashier-Accounts 07/2007 – 11/2011

Big Bazaar, Future Value Retail Ltd, Vijayawada, AP, India

- Handling the Team of 30 Members and allocating Float and Imprest for Cashing.
- Briefing Cashiers about new offers & process to do the billing of Shopping Card and Credit Card Reconciliations.

- Cash Deposit with Bank on daily basis as per the Daily Sales report.
- Reconciliation to be done for all the mode of Transaction.
- Vendor Management and SIS Rental Check to be collected.
- Petty Cash management and Payments to be done to Vendors and Suppliers.
- Retail Audit- Ensure implementation of all SOP's - back end and front end.
- Shrinkage-Ensure implementation of Loss prevention strategy /process for optimizing shrinkage and loss prevention.
- Secures financial information by completing data base backups
- Responsible for maintain the Display Standards at Cash tills area and Promotions areas.
- Handling free bie and Customer Service Desk, Monitoring Credit Notes.
- Ensure to give the Support to VAT team.
- Ensuring Customer Service Standards to be met high with pleasant Shopping Experience at POS.
- Giving the Sales Support to the Store to meet the assigned additional Targets.

SKILLS

- Process Oriented & Procedure adhering
- Decision Making ability
- Self-motivated & Initiative
- Logical & Practical Knowledge
- Technical analysis

EDUCATION

B. S.C (Comp) from ANU, at S.C.S. Kalasala, Gudlavalleru, AP in 2007
Intermediate from Board of Intermediate at S.E.R.M Jr. College-Gudlavalleru, AP in 2004.
SSC from Board of Secondary Education at Z.P.H. School Vinnakota, AP in 2002

ACHIEVEMENTS

- Selected and Certified as a SSC (Super Store Coach)for in store training to all the staff in ABFRL
- Nominated as a SPOC-HR (Store Point of Contact) in ABFRL
- Awarded 3 times for BEST TEAM OFTHE MONTH in terms of delivering the Sales in ABFRL.

ADDITIONAL INFORMATION

- Date of Birth: 23rd Dec 1986
- Permanent Address: 9-5-54/3,Sivaji Palem, Opposite Prince Apartments, Visakapatnam District , Andhra Pradesh-530017
- Nationality: Indian
- Marital Status: Married
- Languages Known: Telugu, English and Hindi
- Passport Details: Issued at Hyderabad. Valid up to 11/11/2024) Passport No: M3463519

I Venkata Balajee Manikonda, hereby declare you that the above information is true tomy knowledge.