

CURRICULUM VITAE

S. TAMIL SELVAN

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OBJECTIVE:

- To pursue highly challenging ventures where I can contribute constructively with the fullest utilization of my technical skills and education background to the organization's growth and strength.

EDUCATIONAL PROFILE:

- **ITI Carpenter (National Trade Certificate)**

1984, St. John's Technical School, Manapparai

Percentage of Marks – 87%

- **S.S.L.C**

1981, St. Thomas High School, Pudukottai

Percentage of Marks – 62%

TRAINING:

- **National Apprenticeship Certificate**

1990 to 1992, Dheeran Chinnamalai Transport Corporation Limited, Trichy

Percentage of Marks – 76%

WORK EXPERIENCE:

- Working as **Floor Manager** at **Sukara Jewellery**, Chennai, from February 2021 to present.
- Worked as a **Manager** in **Aishwarya Thanga Maligai**, Trichy for the period from Dec'2019 to Jan'2021
- Worked as a **Manager** in **Sri Kumaran Thanga Maligai**, Chennai for the period from Feb'2016 to Nov'2019
- Worked as a **Floor Manager** in **Lalitha Jewellery**, Trichy for the period from Apr'2014 to Jan'2016
- Worked as a **Sales Executive** in **Lalitha Jewellery**, Trichy for the period from Oct'2012 to Apr'2014
- I having experience in Jewel Work for 20 years

TECHNICAL KNOWLEDGE :

- Precious metals their characteristics and differences.
- Different types of diamonds, precious stones, semi precious gemstones and their characteristics.
- Jewellery characteristics such as karatage, colour, fineness, hallmarking, gemstone-cut, clarity, carat, colour and grading process.
- Different types of jewellery styles, origin, making technique and value of components.
- Jewellery making process such as handmade, casting, machine made, electroforming.
- Jewellery preferences of customers from different geographies or a community or occasions.
- Jewellery industry trends and fashion.
- Seasonality of jewellery sales.
- Competition, their products, practices and pricing.
- Human resource management and organizational behavior.
- Expert in Jewellery Appraisal.

NATURE OF WORK IN JEWEL BUSINESS:

- Stone setter for all kind of Gold, Silver & Imitation Ornaments.

NATURE OF WORK FOR SALES EXECUTIVE :

- Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
- Must act as a bridge between the company and its current market and future markets.
- Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
- Help management in forthcoming products and discuss on special promotions.
- Review their own performance and aim at exceeding their targets.
- Record sales and order information and report the same to the sales department.
- Provide accurate feedback on future buying trends to their respective employers.

NATURE OF WORK FOR FLOOR MANAGER / SUPERVISOR:

Manage the sales in the section lead sales process in the section or floor

- decide on the product type to be sold and stock considering the seasonality.
- decide on the number of new saving scheme accounts to target.
- assist store manager to organize camps for opening saving scheme account.

Manage the human resource train human resource 'on the job' on need basis

- set sales target for individual customer sales executive, taking into consideration.
- their competence level and seasonality of business review the performance of sales force periodically.
- recommend for recognition or training of personnel based on performance.
- decide on the sales force to be deployed for conducting camps for saving scheme.
- resolve human resource issues such as absenteeism.
- decide on weekly off for individual customer service executive.

Manage the stock in the allocated section check periodically, for proper stock maintenance by the individual customer sales

- executive in their respective sales counter review the stock management record.
- maintain adequate stock of various product categories at the section or floor.
- review the sales performance analyze the sales data generated every day.
- analyse executive's performance, based on sales.
- analyse product-category wise sales value.

PERSONAL PROFILE:

Date of Birth	:	12-JUN-1966
Marital Status	:	Married
Language Known	:	Tamil & English
Father's Name	:	K. Subramani
Address for Communication	:	No. 5A, Plot No. 638, Parangusam Street K.K. Nagar, Trichy – 620 021.
Strengths	:	Committed, Learnable, Systematic & Enthusiastic



(S. Tamilselvan)