

OVISHEK SARKER

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OBJECTIVE

To secure a challenging role in a dynamic organization, leveraging my MBA in Management, analytical skills, and dedication to drive organizational success and professional growth.

EXPERIENCE

Manager

Dapper, Uttara Dhaka

1 October 2024
to Present

Major Responsibilities:

- Oversee daily showroom operations, ensuring smooth functioning, cleanliness, and an attractive store layout.
- Lead, train, motivate, and supervise sales staff to deliver exceptional customer service and achieve sales targets.
- Manage inventory, including stock receiving, monitoring levels, ordering merchandise, and conducting regular stock checks.
- Design and implement visual merchandising strategies to create appealing product displays that highlight fashion trends and drive customer interest.
- Handle customer inquiries, complaints, and returns professionally to maintain high satisfaction and loyalty.
- Analyze sales performance, prepare reports, and develop strategies to boost revenue and profitability.
- Ensure compliance with company policies, health and safety standards, and loss prevention measures.

EDUCATION

Master of Business Administration (M.B.A)

2017

Govt, Titumir College (Affiliated By University Of Dhaka)

- Major: Management
- Result: 2.73 out 4.00

Bachelor of Business Administration (B.B.A)

2016

Govt, Titumir College (Affiliated By University Of Dhaka)

- Major: Management
- Result: 2.72 out of 4.00

Higher Secondary Certificate (HSC)

2011

B.C.S.S College, Gurudaspur, Natore (Rajshahi Board)

- Group: Business Studies
- Result: 5.00 out of 5.00

Secondary School Certificate (SSC)

2009

Gurudaspur Pilot High school, Gurudaspur, Natore (Rajshahi Board)

- Group: Science
- Result: 4.13 out of 5.00

SKILLS & ABILITIES

Technical Skills:

- Proficient in Microsoft Office Suite (Advanced MS Excel for data analysis and spreadsheet management, MS Word for documentation, MS PowerPoint for professional presentations)
- Strong internet research and browsing capabilities

Professional Skills:

- Excellent customer service and client relationship management
- Effective team leadership, staff training, and performance motivation
- Inventory management and stock control
- Visual merchandising and store layout optimization
- Sales target achievement and revenue growth strategies
- Analytical problem-solving with attention to detail
- Report preparation and sales performance analysis

Interpersonal & Soft Skills:

- Strong communication skills in Bangla (Fluent) and English (Good proficiency in reading, writing, listening, and speaking)
- Ability to handle customer inquiries and resolve complaints professionally
- High level of responsibility, punctuality, and commitment
- Quick learner with a strong desire for continuous improvement
- Hardworking, sincere, and result-oriented approach

Managerial Abilities:

- Operational oversight and process improvement
- Policy compliance and team coordination
- Decision-making under pressure in a fast-paced retail environment.

COURSES AND TRAINING

Computer Office Application
BRAC IT Training Centre

20 May 2019 to 20 July 2019

REFERENCES

Aparup Sarker
Assistant Director (Cash)
Bangladesh Bank (Rajshahi Branch)
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