



Uma Katyayani

SOURCING | MERCHANDIZING | STORE OPERATIONS | INVENTORY CONTROL |
SUPPLY CHAIN MANAGEMENT | WAREHOUSE & LOGISTICS MANAGEMENT |

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SUMMARY

Bringing forth a **decade** of diverse expertise in Back-end Store **Retail Operations** coordination and **Merchandising**, I have established a strong track record in overseeing and supporting over **200 stores** as an adept **inventory controller**. Additionally, I have proven experience in **sourcing** within the esteemed Allen Solly brand and managing seamless **data flow** from core business operations to manufacturing processes in a **Product Life-cycle Management** capacity. My exceptional **communication** prowess and sound **decision-making** abilities consistently foster a **productive** and **collaborative** work atmosphere.

EXPERIENCE

Senior Sourcing Executive

Aditya Birla Fashion & Retail Ltd (ALLENSOLLY Division) March 2022 - November 2023, Bengaluru, Karnataka, India

- Led the strategic allocation of Allen Solly accessories across diverse sales channels in alignment with seasonal launch schedules. Managed end-to-end process from article creation to purchase order (PO) generation, overseeing timely amendments, and ensuring seamless delivery advice (DA) processing. Proactively managed letter of credit (LC) tracking, facilitating swift invoice corrections to mitigate shipment delays.
- Recognized by the warehouse team for timely issue resolution, showcasing keen insight into warehouse operations challenges.
- Enforced purchasing and contract management directives to uphold compliance with company standards and regulations. Resolved inbound and payment discrepancies through cross-departmental collaboration, leveraging analytical acumen for swift resolutions.
- Established effective communication protocols with internal teams and external partners, enhancing collaboration and operational efficiency. Spearheaded performance enhancement initiatives, driving continuous improvement and operational excellence.

Product Lifecycle Management Executive

Aditya Birla Fashion & Retail Ltd

June 2019 - March 2022, Bengaluru, Karnataka, India

- Provided technical guidance to prominent ABFRL brands such as Louis Philippe, Van Heusen, Allen Solly, and Peter England, ensuring seamless operations and efficiency.
- Managed centralized data encompassing designs, trends, material libraries, track changes, and historical styles, optimizing reporting processes for revised Bills of Materials, seasonal planning, and article launches through integration of ENOVIA platform software and SAP.
- Resolved tracker-related issues with precision, offered valuable feedback on testing new developments, and effectively communicated evolving requirements to enhance operational effectiveness.
- Contributed to projects involving Digital Trade Show (DTS) CLO 3D Fashion Design Software, collaborating closely with design teams to ensure seamless integration of CLO images on the DTS platform.
- Engaged in training sessions and provided meaningful insights on PLM, addressing queries from internal stakeholders to drive continuous improvement and innovation.

Senior Merchandising Executive

Reliance Retail Ltd

August 2018 - June 2019, Bengaluru, Karnataka, India

- Collaborated with cross-functional teams including buyers, suppliers, distributors, and analysts to negotiate prices, finalize quantities, and establish timelines, streamlining indents and purchase order processes.
- Utilized stock data analysis to ensure adherence to merchandising best practices using First in First Out system, conducting trend analysis on stock movement to generate reports on inventory optimization.
- Contributed to maintaining retail floor cleanliness and operational efficiency through Return to Vendor (RTV) processes, aligning with seasonal shifts, business demands, promotions, and market trends.

- Maintained updated records of daily shipping and receiving orders, coordinating with SOR brands to meet customer demands and optimize inventory levels through monthly counts.
- Spearheaded product presentations and communication strategies for new assortments, driving impactful merchandising initiatives and seasonal product planning.

Senior Retail Coordinator

Reliance Retail Ltd

November 2013 - August 2018, Bengaluru, Karnataka, India

- Oversaw coordination and issue resolution for a network of 200+ retail outlets and 50+ shop-in-shop stores, fostering collaboration with vendors, logistics, merchandisers, finance, buyers, and supply chain teams.
- Supported senior buyers in SKU creation, order placement, administrative tasks, and resolution of inbound shipment challenges, ensuring seamless communication with retail teams.
- Conducted comprehensive assessments of store performance, sales staff effectiveness, and managerial performance, driving operational excellence and optimizing store success factors.
- Cultivated strong relationships with store management across the retail chain, leading new store opening processes, managing promotions, overseeing inventory levels, and resolving operational challenges.
- Leveraged statistical analysis to identify sales trends, optimize assortment strategies, and control inventory levels on a weekly, monthly, and annual basis.
- Strategically managed end-of-month inventory processes, executed transfers between stores to minimize shrinkage, and enabled stock movements during End of Season Sale (EOSS) events to optimize inventory control and sales performance.

Guest Relationship Executive (Internship)

St. Laurn Meditation and SPA Hotel

July 2013 - September 2013, Shirdi, Maharashtra, India

- Managed guest inquiries, reservations, and interdepartmental coordination to ensure seamless guest interactions.
- Developed strong communication and organizational skills by liaising with various hotel departments and team members.
- Paid attention to detail by noting and implementing guest preferences to surpass their expectations.
- Learned the importance of attentiveness, empathy, and effective time management in achieving high levels of guest satisfaction.

EDUCATION

Master's in Business Administration

Minor in Human Resource Management • ICFAI UNIVERSITY • Tripura, India • 2013

• AUG 2009 - MAY 2013

Bachelor of Commerce

Minor in Commerce • Sri Aditya College, Andhra University • Visakhapatnam, Andhra Pradesh, India • 2007

• APRIL 2004 - APRIL 2007

10+2 (Commerce)

Minor in Civics, Economics & Commerce • Swamy Vivekananda College • Visakhapatnam, Andhra Pradesh, India • 2004

• APRIL 2002 - APRIL 2004

CERTIFICATIONS

Diploma in Software Management

DATAPRO • 2009

- A solid foundation in managing software projects, coordinating with diverse teams, and implementing effective software solutions.
- Skills in strategic planning, project management, and technical understanding of tools.
- Streamline processes, optimize software operations, and drive successful outcomes.

SKILLS

Soft Skills: Communicator, Problem Solver, Team Collaborator, Flexible & Adaptable, Organizing and Coordinating, Analytical Thinker, Stakeholder Management

IT Skills: SAP MM, S4 HANA, ENOVIA, MS Office, CRM