



# SWARNALATHA KAMOGI

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DOB:12/03/1997

## SUMMARY

To secure a dynamic Leadership role in a progressive company where I can apply my skills and knowledge to drive results and grow professionally.

## SKILLS

- |                                      |                        |
|--------------------------------------|------------------------|
| Adaptability                         | • Leadership Skills    |
| • Microsoft Office Word              | • Interpersonal skills |
| • HTML CSS BOOTSTRAP                 | • Communication        |
| • POWER BI                           | • Negotiating skills   |
| • AI & Automation Advanced Excel,PPT | • My SQL(Basics)       |

## EXPERIENCE

### **Team Lead, (4/2023-12/2024)** **Decathlon Sports India PVT LTD, Vijayawada**

- Led a team at Decathlon, ensuring efficient operations and high customer satisfaction.
- Resolved customer conflicts effectively, enhancing the overall shopping experience.
- Achieved 7.5% annual business growth through strategic planning and execution.
- Managed team rostering, task allocation, and goal alignment for optimal performance.
- Oversaw merchandising and stock management, ensuring seamless inventory flow.
- Handled inventory management, minimizing stock discrepancies and optimizing supply chain.
- Attended and contributed to business strategy meetings, driving department improvements.
- Developed innovative plans like product marketing and "Product of the Month" campaigns.
- Organized outdoor events (trekking, grappling, hiking, camping) to boost product engagement.
- Established B2C partnerships through MoU s with travel agencies and adventure groups.
- Conducted sales analysis in the Cubin app, implementing merchandising and layout improvements.
- Designed store layouts and financial plans to maximize sales and customer experience.
- Coordinated cross-functional teams for store-wide events and business action plans.
- Led recruitment drives, hiring and onboarding new team members for the department.
- Successfully executed departmental tasks, ensuring operational efficiency and growth.

### **Administrative Coordinator (12/2021 - 03/2023)** **CUBE CAD/CAM TECHNOLOGIES, Vijayawada**

- Provided student support services, guiding them through academic and administrative processes.
- Maintained clear communication with students, staff, and faculty, ensuring seamless coordination.
- Assisted in course explanations and training opportunities, helping students make informed decisions.
- Managed the student enrollment and admission process, ensuring accurate documentation.
- Conducted verification of student records, maintaining a secure and updated database.

- Handled communication via calls and emails, addressing inquiries and concerns efficiently.
- Planned and coordinated workshops, seminars, and training sessions for student development.
- Maintained office records, financial documentation, and administrative reports.
- Managed budget, expenses, payments, and invoices, ensuring financial accuracy.
- Organized and safely stored important documents, adhering to institutional policies.
- Assisted in daily office operations, ensuring a smooth and efficient workflow.
- Addressed and followed up on faculty inquiries and concerns, ensuring timely resolutions.
- Supported the faculty and staff recruitment process, including documentation and scheduling.
- Coordinated interdepartmental communication, ensuring smooth academic and administrative collaboration.
- Ensured compliance with institutional policies and procedures, maintaining operational efficiency.

## EDUCATION AND TRAINING

**PGDM-Operations Management, IGNOU, 6/2025**

**M.A (HRM) – ANU, 2024 – 2026**

**Andhra Loyola College, 09/2020**

**B.SC**

**Sri Chaitanya JR College, Vijayawada, 04/2015**

**Senior Secondary Education**

**SSC**

**Santhinikethan Talent School, Hyderabad, 04/2013**

## CERTIFICATIONS

- NCC 'C' certificate
- AI & Automation in Advanced Excel
- POWER BI
- My SQL, HTML/CSS

## EXTRACURRICULAR ACTIVITIES

- **Cadet Under Officer (CWO), NCC AIR WING in (B.Sc.), Vijayawada (2017-2020)**
- Hold NCC "C" Certificate with "A" grade.
- College Student Cell Organizer, Vijayawada (2019- 2020)

## HOBBIES AND INTERESTS

- Playing Chess
- Swimming
- Editing works
- Attending Workshops

## LANGUAGES

Telugu, English, Hindi

## ACCOMPLISHMENTS

- Gold medals in **NCC All India National Camp**, representing **AP&Telangana** in Jhoddhpur.
- Selected in SSB Interview for the **Indian Air Force** as **Ground Duty Officer**.
- Received appreciation from the **Store Manager** for effective team leadership and conflict resolution, with positive client feedback reflected in **Google Reviews**.