



SANDEEP SINGH

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Personal Summary

- An ambitious, highly motivated and energetic person with excellent communication skills. Warehouse Supervisor with 3+ years of experience managing staff, Scheduling shifts, and overseeing daily operations. Skilled in inventory management, safety compliance, and process improvement.

Objective

Seeking an opportunity to work as Storekeeper service personal with the aim of making notable contribution towards professional and organizational growth.

Experience

- **Zia And Sagor Carpets Trading LLC, Dubai** November 2023 - January 2024
Storekeeper
Duties & Responsibilities:
 - Managed a team of 10 warehouse employees in the successful receipt, storage and distribution of goods.
 - Developed and implemented safety procedures for warehouse staff to ensure a safe and efficient work environment.
 - Supervised daily operations, ensuring that all orders were picked, packed and shipped on time.
 - Monitored inventory and maintained accurate records of stock levels.
 - Determined the most efficient methods for loading, unloading and organizing goods in the warehouse.
 - Established and enforced quality control standards for products stored and shipped from the warehouse
- **Metro Supermarket, Jaipur, INDIA** 10/09/2021 - 15/08/2023
Sales associate/Storekeeper
Duties & Responsibilities:
 - Providing excellent customer service and following every aspect of customer satisfaction.
 - Be knowledgeable about the product Identify prospective customers, lead generation and conversion.
 - Contact new and existing customers to discuss needs.
 - Emphasize the features of products to highlight how they solve customer problems.
 - Deep products knowledge and inventory level
 - Collaborate with colleagues in many different sectors.
 - Maintain contact lists and follow up with customers to continue relationships.
 - Received products and worked to shelves, cleaned storage areas.
 - Unpack, inventory, and stock items in their proper locations within the storeroom or maintenance facility.
 - Arranging goods in the warehouse.
 - Ability to adapt quickly to the working environment.
- **Flying Machine, Jaipur, India** 10/10/2019 - 05/02/2021
Part time sales associate
Duties & Responsibilities:
 - Greeting guest with warm smile.
 - Maintaining cleanliness around the store premises.
 - Assisting customer to find right fit and sized clothes.
 - Up-selling & cross selling different items.
 - Working as a cashier while needed.
 - Participating in sales festivals and other events.

Education

- **University of Rajasthan, Jaipur** 2020
Bachelor's Of Science
62%
- **Tagore Public School** 2016
HSC
57%
- **Kendriya Vidyalaya , Jaipur** 2014
Matriculation
62%

Skills

- Excellent Customer service
- Great Communication skills
- POS & Cash handling
- Product Knowledge

Languages

- English Read Write Speak
- Hindi Read Write Speak

Computer Skills

- MS Office
Excel
Tally
Internet

Activities

- •Watching Cricket •Traveling