



### Career Objective

To obtain a responsible and challenging position with a highly competitive environment as well as learning special skills that will further enhance and develop my ability in work and contribute on the development of the company.

### Contact

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Address: - Muteena, Deira (Dubai)

### Personal Details:

Date of Birth : Feb 20, 1993  
Nationality : Indian  
Marital Status : Married

### Languages Known:

English  
Hindi  
URDU

### Passport details:

Passport No : P4667341  
Place of Issue : JAIPUR  
Date of Issue : 08/09/2016  
Date of Expiry : 07/09/2026

### Skills

- Team work
- Excellent communication skills
- Problem solves
- Multitasking
- Flexibility
- Organization
- Hardware, Software trouble Shooting
- MS Office Suite
- PDT Retail Machine Knowledge

# ARVIND SAIN

## QUALIFICATION

- Bachelor of Arts University of Rajasthan, RAJASTHAN, India- 2014
- 3 Month Computer Education ITCT Jaipur Rajasthan, India-2011
- 3 Month Computer Course Vardhman Mahaveer Open University, Kota Rajasthan, India-2013

## COMPUTER AND OTHER SKILLS

- Acquires knowledge of Microsoft Word, & Excel
- Knowledge of billing software, point of sale & Card Machine
- Knowledge of PDT Retail Machine, Print shelf-price, Receiving of stocks.

## WORK EXPERIENCE -INDIA

- Lords Plaza Hotel Jaipur work as a Front office assistant Manager - Feb-2018 to Dec.2019
- Britannia Agencies Rajasthan work as a Salesman -Feb2020 to 2021

## WORK EXPERIENCE – UAE (DUBAI)

## STOREKEEPER&INVENTORY MANAGEMENT –WEST ZONE SUPERMARKET- NOV. 2021 TO APR. 2022

- Maintaining a clean and organized checkout area.
- Ensure proper storage conditions for inventory items, including temperature control, humidity management and protection against damage or theft
- Communicate with the inventory manager or control team to request replenishment of stock as needed
- Implement a first-in, first-out(FIFO) or a first expiry, first-out (FIFO) approach to minimize the risk of product spoilage or obsolescence.
- Maintain accurate record of inventory transactions, including receipts, issuances and returns
- Maintain a record of inventory items
- Prepare and package items for outgoing orders accurately quantities are included.
- Resolving pricing or product discrepancies.

## WORK EXPERIENCE – UAE (DUBAI)

Presently working at **WEST ZONE SUPERMARKET LLC** as a **Night Supervisor** from April.2022 till date.

### Responsibilities

- Resolve customer complaints and ensure a high level of customer satisfaction.
- Ensure proper storage conditions for inventory items, including temperature control, humidity management and protection against damage or theft
- Supervising and coordination the work of store staff, assigning tasks, and ensuring that they adhere to company policies and procedure.

-PTO/2

- Excellent communication and interpersonal skills to interact with staff, customers, and suppliers effectively
- Ensuring that products are displayed attractively and in an organized manner to enhance the shopping
- Manage the supermarket's budget, including monitoring expenses and minimizing waste
- Hire, train, and supervise supermarket staff, ensuring that they provide excellent customer service and follow company policies and procedures.
- Implementing sales strategies and promotional activities to drive revenue and meet sales targets.
- Ensuring compliance with health and safety regulations, as well as company policies and procedures.
- Providing training to staff members to enhance their product knowledge, customer service skills, and overall performance
- Implement a first-in, first-out(FIFO) or a first expiry, first-out (FIFO) approach to minimize the risk of product spoilage or obsolescence.
- Maintain a record of inventory items
- Issued to various departments or personnel, ensuring accountability and tracking usage.

**ARVIND SAIN**