



# AMIT PANJWANI



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## PERSONAL PROFILE

Enterprising leader & planner with a strong record of contributions in streamlining operations, invigorating businesses, heightening productivity, systems & procedures, seeking senior level assignments in **Store Operations** with an organisation of high repute

## EDUCATION

High School Diploma from Lokmanya Vidhya Niketan, Madhya Pradesh, India.

## CORE COMPETENCIES

Inventory Management Systems  
Financial Analysis and Reporting  
Retail Point of Sale (POS) Systems  
Data Analysis and Interpretation  
Customer Relationship Management (CRM)  
Supply Chain Management  
Budgeting and Forecasting  
Vendor Management  
Quality Control Processes  
Risk Assessment

## SOFT SKILLS

Negotiation & Conflict Management  
Team Building & Interpersonal Skills  
High Business Ethics & Trustworthy  
Analytical & Problem-solving  
Effective Management Skills  
Leadership and Delegation

## PROFILE SUMMARY

- **Performance-driven professional** with over 20 years of professional experience in store management across various industries.
- Insightful excellence in **setting up & maintaining storage areas** as well as managing infrastructure for smooth flow of store operations; expertise in directing all logistics functions including storage, distribution, payment realizations & customer support as well as negotiations with transporters for ensuring cost effective transport solutions & clearances.
- **Proficiency in managing inventory function**, minimizing inventory-holding expenses and ensuring adherence to optimum inventory level, reducing wastage by managing excess and ageing stocks thereby minimizing exposure to obsolete and excess stock
- Strong commercial judgments with **success in streamlining operations** such as facilities, focusing on top-line & bottom-line performance, cost control & highest level of customer satisfaction by ensuring uninterrupted flow of services
- **Chalked out plans for suppliers, capacity utilization & warehousing**; monitored finalization, negotiation, implementation of key strategies / plans with vendors for materials / products; ensuring strategies & plans are aligned with production requirements
- Ensured physical verification of the items received for quality and quantity as well as of the store stock and statutory registers
- **Expertise in driving projects** related to material/supply planning, supply-demand matching and inventory management; excels in developing and executing demand plan and inventory plans that enables to meet delivery objectives and customer satisfaction
- **People Leader**, who has successfully led and motivated teams in cross-cultural environment towards growth and success in the organization; created a clear & compelling view of future through coaching and execution
- **A strategist & negotiator** with recognized proficiency in spearheading business to accomplish corporate plans and goals successfully.

## WORK EXPERIENCE

**Store Manager at Supercare Supermarket, UAE: Feb 2021 – Present**

### Key Result Areas:

- Managing standardized receiving, stocking, checking, and housekeeping procedures and conducting hazardous material/safety training for employees.
- Maintaining the physical condition of the warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Complying with state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation.
- Enforcing adherence to requirements and advising the management on needed actions.
- Providing logistical support for inventory control stores & shortage management; managing the supply chain for distributing goods in the warehouse to end-users for achieving targets within specified parameters.
- Using inventory management system and procedure for effective stores management and inventory control thus ensuring ready availability of materials to meet the project targets.
- Ensuring shipping, receiving, storage, distribution, and production were performed in an efficient and timely manner.
- Maintaining quality standards for incoming/outgoing materials, ensuring stringent adherence to quality standards, norms & practices.

PERSONAL DETAILS

Date of Birth: 17 September 1984

Languages Known: English, Hindi, French, Arabic

Address: Flat 201, Sunrise Supermarket Bldg, Karama, Dubai

PREVIOUS EXPERIENCE

Accountant at Cityzone Supermarket LLC, UAE: Jul’18 – Dec’20

Store Manager at Subway, India: May’17 – May’18

Store Manager at F.Y.I Fun Foods Friends, India: Jul’13 – Feb’17

Warehouse Incharge/Accountant at Topaz Group, Conakry, West Africa: Aug’11 – May’13

Storekeeper & Assistant Manager at Al Safeer Groups of Company, Sharjah, UAE: Jul’03 – Jul’11

Key Result Areas:

- Established operational procedures for activities such as verification of incoming and outgoing shipments, managed disposition of materials and kept warehouse inventory current.
- Developed and implemented performance and quality improvement programs, redefined store positions and established hourly production standards.
- Managed company’s warehouse ensured all items were collected from the goods clearance location, received at the warehouse, handled, stored and preserved properly.
- Ensured physical verification of the items received for quality and quantity as well as of the warehouse stock and statutory registers.
- Prepared discrepancy reports for the submission to the warehouse and distribution department.
- Estimated inventory management at the stockyard by the sales process through EOQ (Economic Order Quantity) model & First in First out (FIFO) process to optimize inventory management.
- Tracked and maintained inventory levels in the stores for required items in plant.
- Analysed and resolved issues to include working with warehouse personnel to research and achieve resolution.