



ASWIN PRADEEP

CONTACT INFO

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PERSONAL DETAILS

Gender: Male
DOB: 29/08/1991
Nationality: Indian
Passport No: N4727641

HARD SKILLS

- MS Office suite
- SAP
- KAIZEN
- 5S-Implementation

SOFT SKILLS

- Observation
- Decision making
- Communication
- Multi-tasking

DRIVING LICENSE

Valid Indian Driving License

CAREER OBJECTIVE

To effectively manage store operations by leveraging my comprehensive skills in inventory management, supplier relationship management, and organizational efficiency. I aim to ensure accurate documentation, uphold safety standards, and oversee the proper disposal of materials. With my proficiency in requisition, purchase orders, coordination, and negotiation, I strive to optimize the supply chain, enhance operational productivity, and contribute to the overall success and growth of the company.

PROFILE SUMMARY

Experienced Store In charge with a proven track record in managing retail operations, optimizing inventory management, and fostering excellent supplier relationships. Adept at streamlining processes, enhancing operational efficiency, and delivering exceptional customer service. Skilled in documentation, safety compliance, disposal management, requisition and purchase order handling, coordination, and negotiation. Known for strong organizational skills, attention to detail, and the ability to lead and motivate a team to achieve store goals. Committed to ensuring a seamless shopping experience and contributing to the overall success and profitability of the store.

PROFESSIONAL EXPERIENCE

Sr.Supervisor (January 2014 - Till date)

- **Inventory Management:** Efficiently manage and monitor inventory levels, ensuring optimal stock levels are maintained to meet customer demand without overstocking.
- **Supplier Relationship:** Develop and maintain strong relationships with suppliers to ensure timely delivery of quality products and negotiate favorable terms.
- **Team Leadership:** Supervise and train store staff, fostering a collaborative and productive work environment to achieve store goals.
- **Operational Efficiency:** Streamline store operations by implementing best practices and optimizing workflow processes, resulting in increased efficiency and reduced operational costs.
- **Customer Service:** Ensure high standards of customer service are maintained, addressing customer inquiries and complaints promptly and effectively.
- **Safety and Compliance:** Uphold safety standards within the store and ensure compliance with all relevant regulations and company policies.
- **Documentation and Reporting:** Maintain accurate documentation for inventory, sales, and financial transactions. Prepare regular reports for management review.
- **Logistics Coordination:** Coordinate with logistics and procurement teams to ensure smooth and efficient supply chain operations.
- **Order Processing:** Oversee the requisition and purchase order process, ensuring timely and accurate order fulfillment.

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil
- Telugu

- Loss Prevention: Implement measures to minimize stock loss through theft, damage, or mismanagement.
- Product Disposal: Manage the disposal of outdated or damaged products in accordance with company policies and environmental regulations.
- Negotiation Skills: Utilize strong negotiation skills to secure cost-effective purchasing agreements and resolve conflicts with vendors or suppliers.

ACADEMIC QUALIFICATION

HOBBIES/INTERESTS

- Sports
- Photography
- Travelling
- Playing games

- **Diploma in Electronics Engineering**
Government Polytechnic College,
Kottayam, Kerala
Completed in 2012
- **Higher Secondary - Plus Two**
Jerusalem Mount Higher Secondary
School, Vakathanam, Kottayam, Kerala
Completed in 2009
- **SSLC**
SKM Higher Secondary
School, Kumarakom, Kottayam, Kerala
Completed in 2006

DECLARATION

I do hereby declare that the details given above are true and correct to the best of my knowledge and belief.

Thank you

Aswin Pradeep