

CURRICULUM VITAE

BIMAL VASU
Room No: 4,
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Abu Dhabi, UAE
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OBJECTIVE

To work in an organization that provides an opportunity to gain acquaintance and experience. Wish to optimally utilize my potential and add value to the organization. Passionate, dedicated Retail Assistant Manager with more than three years of experience assisting the manager with daily managerial operations, Experienced Assistant Store Manager with strong leadership, problem-solving, time-management and organizational skills that have been honed and expanded in a large customer focused retail environment

PROFILE

- Strong experience in supervising a retail department
- Complete knowledge of merchandising and inventory control
- Skilled in developing an effective business systems, processes, and procedures
- Adept in working in MS Word, Excel, and MS Access
- Excellent customer service and communication skills
- Ability to manage a department independently
- Skilled in solving issues and problems concerning employees and customers
- Ability to schedule and prioritize tasks
- Amazing ability to set departmental goals in line with the company's policies
- Remarkable ability in training, monitoring and reviewing employees

PERSONAL DETAILS

- Full Name : Bimal Vasu
- Date of birth : 17th February 1989
- Age : 32 years
- Nationality : Indian
- Religion : Hindu
- Gender : Male
- Civil Status : Married

PASSPORT DETAILS

- Passport No : V2889642
- Date of Issue :20/06/2022
- Date of Expiry :19/06/2032

EDUCATIONAL QUALIFICATIONS

- B.Com in Taxation Law & Accounts from University of Kerala in 2011
- HSC in Humanities- Computer from Board of Higher Secondary Education, Kerala in 2008
- SSLC from Board of Public Examinations, Kerala in 2006

OTHER QUALIFICATIONS

- Diploma in Computerized Financial Management(DCFM) from C-DIT, Kerala
- Certified in Software Testing from C-DIT, Kerala
- Completed the PIC Certificate in Dubai Municipality
- Completed Customer service training phase 4
- Completed basic food hygiene training
- Completed the Fire Fighter Basic Course
- Software Package : Tally , MS Office
- Operating System : Windows XP, 7, 8, 10

WORKING EXPERIENCE

- Have been worked as **Assistant Manager MKT** at **Spinneys Dubai LLC** (Since January 2016)
- Have been worked as **Store Supervisor** at **Earth Supermarket**.

Job description:

- Daily store retail operation and managing customer complaints and issues.
 - Handling store.
 - Mange all store related files and records.
 - Complete office petty cash responsible and managing.
 - Calculating staff over time and arrange payroll requires documents.
 - Store daily cash flow managing and closing.
 - Ordering merchandise and maintaining the best customer services.
 - Managing staff, overseeing merchandising activities, and controlling stock.
- Currently working as **Branch Supervisor** at **Baniyas Cooperative Society**.

KEY SKILLS

- Ability to inspire and motivate teamwork.
- Ability to create and maintain effective business relationship with customers.
- Results oriented and hardworking.
- Working under pressure and able to meet the deadline.
- Ability to multi-task, coordinate with cross-functional teams and adaptable to a new environment and work culture.
- Ability to handle multiple task and solve customer queries efficiently.
- Possess excellent monitoring and supervisory skills.
- Ability to work flexible hours.
- Excellent interpersonal and coordination skills.
- Hardworking, perseverance in work related problems, punctual & enthusiastic.

DECLARATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief.

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Date

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Applicant signature