

Curriculum Vitae (cv)

Dedicated warehouse supervisor and shop in charge with a proven track record in managing complex warehouse and store operations. Skilled in optimizing inventory control, streamlining order fulfillment, and leading teams to achieve high performance and accuracy. My role has been pivotal in driving store performance, enhancing customer satisfaction, and maintaining a productive work environment. Demonstrated ability to handle large-scale logistics, ensure regulatory compliance, and resolve issues swiftly. Strong leadership and communication skills, with a focus on fostering a safe and productive work environment. Through my role as Shop in Charge, I have developed a well-rounded skill set that combines leadership, customer service, and operational management.

Personal Information

Name: Bijay Adhikari

Address: Dammam, Saudi Arabia

Email: bijaya.adhikari09@gmail.com

Phone no: +966572252445

Nationality: Nepali

Date of Birth: 1985/05/20

Marital Status: Married

Work Experience

Date: 2023 – Till now

Position: Warehouse Supervisor

Name and Address of Employer: **Armaa Industrial Company** Khobar Saudi Arabia

Type of Business Sector: Retailing/Manufacturer

Main Activities and Responsibilities

- Supervising daily activities such as receiving, storing, and shipping products.
- Directly supervising warehouse personnel, including hiring, training, and evaluating staff performance.
- Ensuring accurate inventory levels through regular cycle counts and audits.
- Enforcing safety regulations and maintaining a clean and organized warehouse environment.
- Implementing strategies to optimize warehouse processes and increase productivity.
- Overseeing quality checks on incoming and outgoing shipments to ensure accuracy and condition of goods.
- Keeping records of inventory levels, warehouse equipment, and activities.
- Generating reports as needed.
- Coordinating maintenance and repairs of warehouse equipment and machinery.

Date: 2016 – 2023

Position: Shop In Charge

Name and Address of Employer: **Bedoon Essm Company** Dammam Saudi Arabia

Type of Business Sector: Retailing

Main Activities and Responsibilities

- Supervised a diverse team of employees, providing clear direction and support.
- Scheduled shifts, managed payroll, and conducted performance reviews.
- Delivered exceptional customer service by addressing inquiries, resolving complaints, and ensuring a positive shopping experience.
- Managed inventory levels effectively, overseeing stock ordering and supplier relationships.
- Conducted regular stock audits, ensuring accurate inventory records and minimizing discrepancies.
- Promoted store promotions and special offers to drive sales and attract new customers.
- Monitored store equipment and facilities, arranging for repairs and maintenance as needed.
- Ensured the store environment was clean, organized, and visually appealing, enhancing the customer experience.
- Handled cash management and financial reporting with accuracy and integrity.
- Maintained detailed records of sales, inventory, and other operational activities.
- Strong leadership and management abilities.
- Excellent problem-solving and communication skills.
- Capable of working under pressure and managing multiple priorities.

Date: 2014 – 2015

Position: Sales Associate/Team Leader

Name and Address of Employer: **Ansar Group (Ansar Gallery)** Doha Qatar

Type of business sector: Retailing

Main Activities and Responsibilities

- Greet customers and assist them in finding products that meet their needs.
- Provide information about products, including features, benefits, and pricing.
- Stay informed about product features, trends, and promotions.
- Utilize upselling and cross-selling techniques to increase sales and average transaction value.
- Operate cash registers and handle transactions accurately and efficiently.
- Balance cash registers and prepare daily sales reports.
- Adhere to company policies and procedures regarding sales transactions and customer interactions.
- Conduct regular meetings to communicate goals, sales targets, and operational updates.
- Assist in managing inventory levels and ensuring accurate stock replenishment on the sales floor.
- Monitor product displays and merchandising to attract customers and maximize sales opportunities.
- Assist in scheduling shifts and managing payroll for the sales team.

Education and Training

Title of qualification to be awarded: Diploma in business Studies

Name of Organization providing Education: Notredame Academy

Personal Skills and Competences

Languages

English: Fluent

Hindi: Fluent

Arabic: Beginner

Technical Skills

Sage peach tree, POS, Microsoft office, Internet, e-mail.