



MD. SABIR ALI GAYEN

Post Applying For : Storekeeper

Profile

I am a dedicated, organized and methodical individual. I have good interpersonal skills, having a good experience of management, Storekeeping, and excellent team work and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

Skills

DIGITAL SKILLS

- Computer operations, instillation, accounts and Ledgers ●●●
- Microsoft Office Application ●●●
- ERP Tally ●●●
- Social Media ●●●
- Email & Web Mail ●●●
- Zoom, Skype, Google Meet ●●●

INTERPERSONAL SKILLS

- Good listener and communicator ●●● ● ●
- Organizational and planning skills ●●● ● ●
- Team-work oriented ●●● ● ●
- Motivational ●●● ● ●
- Proficient driving abilities.(LMV) ●●● ● ●

Contact

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Experience

Store Manager

Swiss Plaza Mobile & Watch Retail | 2022 - Present

- Led daily sales planning and training for a team.
- Managed stock, cash, and meticulous accounts.
- Organized team meetings and reported to owner.
- Prioritized top-tier post-sale customer service.

Territory Sales Manager

Yingjia Communication Pvt Ltd (Vivo Mobile)| 2017 - 2022

- Managed retail outlets and nurtured dealer relationships in the assigned territory.
- Led and supervised a sales team while maintaining strong teamwork.
- Ensured growth of primary and secondary business with channel partners.
- Provided comprehensive sales and product training to enhance the skills of 'In Shop Demonstrator.'
- Devised monthly sales targets, strategic plans, and incentive structures.
- Led team meetings, presenting sales reports and competitive analyses to senior managers.
- Collected competitor sales data and maintained current market insights.
- Pioneered expansion into new markets, driving overall business growth.

Store Keeper

Al- Suwaidi Industrial Catering | 2014 - 2016

- Successfully oversaw entire store operations, including kitchen, catering instruments, chillers, freezers, hot cabinets, and service counters.
- Diligently managed inventory by efficiently handling the loading and unloading of goods.
- Assisted in maintaining the cleanliness of the store premises and promptly supplied essential equipment to the staff when needed.
- Recorded precise data entries for incoming and purchased goods in both ERP and MS Excel systems.
- Skillfully managed the upkeep of material issue registers and other pertinent documentation.

Achievements



Achievement

Vivo 5 years Employment



Achievement

VBA Mentor



Achievement

Best Sales Manager of the festive season (Sales growth)



Achievement

Effective Data analyst in Excel

● MIS/Office Coordinator

Bharat Enterprise Telecom Channel Partner | 2009 - 2013

- Proficiently managed and updated accounts using ERP Tally software.
- Skillfully maintained inventory records while overseeing cash handling procedures.
- Demonstrated leadership by conducting regular weekly and monthly team meetings for the DSA (Direct Selling Agents) team.
- Prepared comprehensive market and sales reports for DSA, contributing to informed decision-making.
- Accurately performed data entry tasks, ensuring data integrity and reliability.
- Expertly managed purchase orders (PO) and sales orders (SO), meticulously maintaining invoice records.

Education

● Higher Secondary Education

W.B.C.H.S.E., Kolkata, INDIA | 2004 - 2006

General Study, Geography

● Secondary Education

W.B.B.S.E., Kolkata, INDIA | 2002 - 2004

General Study

● Diploma in Financial Accounting

S.A.C.C., Kolkata, INDIA | 2008 - 2009

Cultivated proficiency in Microsoft **Excel** and **ERP Tally**.

Personal information

Father's Name

Md Kalimuddin Gayen

Birthdate

03-03-1987

Gender

Male

Religion

Islam

Nationality

Indian

Language

English

Hindi

Bengali

Volunteer work

GENERAL SECRETARY

New Bandhu Sangha Club | 2017 - 2022

- Organized Blood donation camp every year
- Established Covid 19 Relief fund in the Lockdown period.
- Hosting annual Football & Cricket tournament.
- Organized annual cultural program for kids & teenagers.
- Involving in many social works and activities regular basis.