A portrait of a person

Description automatically generatedShakti Singh

[srathore13@gmail.com](mailto:srathore13@gmail.com)

Mob +971 55 5137092 / 050 2705101

**Carrier Objective**:

Secure a responsible position in sales supervisor, Merchandiser & Document Controller with **UAE driving License** and serve as a Company representative, Abilities effecting mutual employee and employer growth and success.

**Professional Experience:**

**M/s Reliance smart Hypermarket – India from Oct. 2020 to Nov 2021**

* Arrange items in the self as per expiry date.
* Display items for promotion stocks,
* Prepare stock list available in the self.
* Prepare list of near expiry stock and inform to sales supervisor.
* Co ordinate with store manager and sales team for shortage of items.

**M/s Fenoun Al Maharat Plaster & Tiles works – Dubai from Dec. 2021**

* Site Supervisor & Document Controller.
* Manpower handling, Pay roll & accounting.
* Payment follow up, collection and deposit etc.

**Education Qualification:**

* Bachelor of Commerce Graduation under process.
* Senior Higher Secondary school passed from Rajasthan board.
* Computer Course from Indian Technical Institute in Rajasthan.
* Good knowledge of MS office.
* **UAE Driving License No.3**
* Self-motivate and good communication skill.

**PERSONAL INFORMATION**

Date of Birth - 1st May 1997 Father's Name  - Surendra Singh

Passport No. P 9206982 Permanent Address Sikar, Rajasthan

Nationality: Indian