




## SATHEESH KUMAR M

*Store Incharge*

 satheessk818@gmail.com

 +971-567318240

 Al Mutteena Opposite to Lulu  
Market  
Dubai

### TECHNICAL SKILLS

SQL Server 2008 R2

MS-Office

MS-Word

MS Excel

### KEY SKILLS

Understanding product and utility  
tools

Maintain good customer  
relationship

Negotiating skills acquired by  
handling customer objections

Exposure to international work  
culture with deep understanding  
of business practices



## EXPERIENCE

**West Zone Supermarket (Dubai)**

***Store Incharge***

*March'23 - Till Date*

- Maintain receipts, records, and withdrawals of the stockroom  
Preparation of the Purchase order and coordination with  
vendor for timely delivery

- Receive, unload, and shelve supplies  
Perform other stock-related duties, including returning,  
packing, pricing, and labeling supplies

- Inspect deliveries for damage or discrepancies and report  
those to accounting for reimbursements and record keeping

- Rotate stock and coordinate between branches

- Ensure adequate record keeping and manage all  
documentation to confirm proper stock levels and maintain  
inventory control

**Poorvika Mobiles**

***Team Coordinator/Administrator/Store Head***

*Nov'19 - Oct'20*

- Meeting sales goals by training, motivating, mentoring and  
providing feedback to store staff

- Ensuring high levels of customers satisfaction through  
excellent service.

**Nexa**

***Customer Care (Service)***

*July'14 - Sep'17*

- Address customer issues and resolve them in a timely and  
efficient manner.



## EDUCATION

**ST.JOSEPH College, Tamilnadu(Trichy) (2004-07)**

BBA

2019

**SAV HR SEC SCHOOL**

12th

2016

**SAV HR SEC SCHOOL**

10th

2014

Quick learner and adaptability to the stressful work environment

Dedicated team player, committed to providing high-quality support and excellent problem solving skills to all organizational levels.



## ACHIEVEMENTS & AWARDS

Achieved State Level 4th Rank in Ball Badminton tournament.

Secured 2'nd Prize trophy of The National Level Ball Badminton Tournament

Secured 1'st place of the divisonal level tournament in 2014,15,16 held at tamilnadu. represented ANNA UNIVERSITY as a captain of the team also held at MAGLORE UNIVERSITY venue's

Received best player of the year of 2018 im St.Joseph College of arts and science



## PERSONAL PROFILE

Date of Birth : 13/04/1999

Marital Status : Single

Nationality : Indian

Known Languages : English , Hindi and Tamil

Hobby : Cricket Gaming Netflix

Passport : U3612742

Validity : 07/12/2030

Visa Type : Employment Visa

Visa Validity : 18th JULY 2023 (SERVING NOTICE PERIOD)



## DECLARATION

I hereby declare that the information provided is true to the best of my knowledge and belief