

GURPREET SINGH

ASSISTANT MANAGER/SUPERVISOR



CONTACT

- WhatsApp 054 578 4209
Calling 0502275634
- gurpreetsingh3181989@gmail.com
- Near Salah Uddin Metro Station,
Deira Dubai.

SKILLS

- Customer service
- Problem solving
- Inventory control
- Product knowledge
- Interpersonal skills
- Numeracy
- Teamwork
- POS systems
- Visual merchandising
- Arranging product displays
- Communication

LANGUAGES

- English
- Hindi
- Punjabi

PERSONAL INFO

Date of Birth : 31/08/1989
Nationality : Indian
Marital Status : Married
Visa Status : Employment Visa
Passport No : U6173252



PROFILE

Dedicated and results-driven Supermarket Assistant Manager with extensive experience in retail operations, customer service, and team leadership. Skilled in managing daily store operations, ensuring inventory accuracy, and maintaining a high level of customer satisfaction. Proven ability to supervise and train staff, implement sales strategies, and improve store efficiency. Adept at troubleshooting and resolving customer complaints, as well as handling financial transactions and maintaining store budgets. Committed to creating a welcoming environment and driving store growth through operational excellence.



WORK EXPERIENCE

Storekeeper 22/04/2022 TO 30/06/2024

New West Zone Supermarket Muraqqabat Deira-2

- Ensuring products are stocked on shelves in the correct locations.
- Replenishing products as needed to maintain optimal stock levels.
- Monitoring expiration dates and ensuring that perishable goods are rotated properly.
- Counting the collected cash at the end of each shift or business day.
- Conducting regular stock counts and inventory checks to ensure accurate records.
- Tracking inventory movements (e.g., shipments, returns) and updating stock databases.
- Ordering new stock from suppliers when inventory runs low.
- Coordinating with suppliers and vendors for timely deliveries.

Supervisor/ Assistant Manager 01/07/2023 to Till date

New West Zone Supermarket Muraqqabat Deira-2

- Supervising Staff: Overseeing a team of employees, including cashiers, stock filler, and other supermarket personnel.
- Scheduling: Creating and managing work schedules to ensure adequate staffing during peak times.
- Training: Onboarding new staff and providing ongoing training to ensure all employees understand store policies, customer service expectations, and safety procedures.
- Performance Management: Evaluating employee performance, providing feedback, and addressing any performance issues.



EDUCATION

Master of Computer Application (MCA-IT) 2013

Punjab Technical University, Jalandhar