



CURRICULUM VITAE

KUNAL DAMODAR SURTI

DUBAI, UAE

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Email: kunalsurti78@gmail.com

PERSONAL DETAILS

Nationality:

Indian

Date Of Birth:

12/11/1995

Marital Status:

Single

Languages:

English, Hindi & Gujarati

Passport Number

S6830016

Visa status: Employment Visa

Strengths:

- Good communication skills
- Quick Learner
- Hardworking
- Believe in Discipline
- Easy adaptable to any kind of environment
- Multitasking
- Good team member
- Ability to work under pressure

CAREER OBJECTIVE

To work in a challenging position where in my abilities and experiences can be utilized for the benefit of the company with a scope to upgrade my skills for future personal and effective contribution of the organization.

ACADEMIC CREDENTIALS

- S.S.C from Maharashtra Board, India (2012-13)
- H.S.C from Maharashtra Board, India (2014-15)

DRIVING LICENSE DETAILS

License No	:	4204982
Date of Issue	:	05/12/2021
Date of Expiry	:	13/01/2029
Place of Issue	:	Dubai
License Category	:	Light Vehicle

EXPERIENCE

- | | | |
|-----------------|---|--|
| 1. Organization | : | New Era Super Market L.L.C (Br), Dubai |
| Designation | : | Merchandiser |
| Duration | : | DEC 2023 to till date |

Duties & Responsibilities:

- Ensure that stores, shelves or websites are stocked with the right types and quantities of products
- Display, arrange, price, and rotate products in store
- Maintain store shelves by removing dated or damaged products
- Monitor store inventory based on sales and intake
- Optimize sales volume and profitability by identifying profitable lines and bestsellers
- Make recommendations for promotional strategies using sales and pricing data
- Work and communicate with buyers, suppliers, stores, and distributors

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|-----------------|---|---|
| 2. Organization | : | West Zone Supermarket, Al Satwa, Dubai |
| Designation | : | Merchandiser cum Salesman
(As a Section In-charge) |
| Duration | : | 2018 to NOV- 2023 |

Duties & Responsibilities:

- Making Warehouse & Suppliers Orders.
- Assisted in promoting new brands introduced to the market.
- Guided and supervised employees working in retail stores of the firm on products displays, promotion, new products, and effective customer service and sales techniques – Worked in coordination with each store's individual needs, thus facilitating the successful functioning of the store.
- Developed strong relationships with customers – maintained cordial relations with existing and new customers.
- Submitted timely and accurate reports related to the arrival of new stock or remaining supplies in the store.
- Superintended the condition of the store and ensured proper maintenance, for optimum customer appeal.

3. **Organization** : Hindustan Pencil Pvt. Ltd, Gujarat, India
Designation : Clerk
Duration : 2017 to 2018.

4. **Organization** : Subhalakshmi Metals, Gujarat, India
Designation : Office Boy
Duration : 2016 to 2017.

Duties & Responsibilities:

- Maintaining office decorum
- maintenance of relevant records related to stationary or any other items maintained in the Pantry
- Carry out tasks as assigned under the instructions of superiors, and for other routine.
- To serve lunch, tea, water and other snacks to Management Team and Staff as per their requirements.
- Assists in menial office tasks required by the office staff; like photocopying documents, delivering files and documents to other staff members, dispatching documents, etc.
- To look after the cleanliness of office premises

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai, U.A.E

Place: Dubai – U.A.E

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