

NISSAR KHAN PATAN

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Retail Supervisor

A trusted **Supervisor** delegates responsibilities and supervises day-to-day operations with 8 years of retail experience. Strong understanding of business management, financial and leadership principles to increase profits by 20%. Consistently establishes and achieves business and profit objectives.

WORK EXPERIENCE

سناكات | **Snackat Cafe** • Full-time

Junior Supervisor Operations and Core Team • Qata

Oct 2022 – Mar 2024

- Managed inventory for multiple locations, ordering new supplies as needed. Increased efficiency and reduced shortages by 20%.
- Successfully trained and mentored more than 15 new team members, resulting in increased team cohesion and improved performance.
- Scheduling staff to ensure that they have enough time to complete their jobs with efficiency and accuracy.
- Product publishing to E-commerce platforms with complete product details.
- New stocks Updates as per Manual invoices into POS menus.
- Branch sales Deposits as per Accountant requirements.
- Monthly stock auditing through ODOO POS system.
- Inspecting the store's physical appearance to make sure it is clean and well-stocked at all times.
- Overseeing inventory management for each location, including ordering new supplies when needed.
- Product publishing to E-commerce platforms with complete product details to increase sales by 20%.

Branch In-charge • Umm Salal Mohammed, Qatar

Mar 2022 - Sep 2022

- Processed credit card transactions, gift cards and cash payments.
- Reconciled cash tills from dining sales as part of closing duties
- Followed safety, sanitization and food handling guidelines.
- Stocks checking upon the supervisor's requirements.
- Managed orders and payments with POS system.
- Follow-ups on customer specific orders.

Sales and cashier • Al Fujairah, Al Fujairah, United Arab Emirates

Jul 2020 - Feb 2022

- Explained specific item options to customers to increase sales and add-on purchases.
- Daily cash report making and submitting to the Area Supervisor.
- Kept clean, organized and well-stocked checkout areas.
- Gave customers full attention and attended to their needs.
- Balanced cash drawer at beginning and end of each shift.

AL RABIA SUPERMARKET

Retail Cashier • Riyadh, Saudi Arabia

Oct 2015 - Aug 2019

- Welcoming customers with a smile in a way.
- Assisted customers in finding products, answered their questions, and offered product information to help them make choices
- Sorted, totaled and wrapped currency and bills.
- Counted and secured cash to maintain accurate register totals
- Provided information to customers on products or services.
- Bagging all the customer's purchased items for the customers.

EDUCATION QUALIFICATION:

C.E.C IN BUSINESS/COMMERCE, GENERAL

Govt. Junior college • INDIA

Jan 2010 - Dec 2012

AWARDS & SCHOLARSHIPS:

ACE Employee 2023

Apr 2023

Snackat Café - Qatar

PROJECTS

FIFA 2022 - Snackat Café

Sep 2023 - Sep 2023

SKILLS:

Cash Reconciliation, Computer Literacy, Customer Relationship Management (CRM), Customer Satisfaction, Data Entry, Experienced Sales Professional, Following Up, Inventory Management, Multitasking, Negotiation, Organization Skills, Problem Solving, Reporting, Sales, Staff Scheduling, Stock Management, Stock Rotation, Store Management, Supervisory Skills, Team Leadership, Team Management, Teamwork.

COMPUTER SKILLS:

MS Office

ODOO POS System

Tally ERP (Beginner)

PERSONAL DETAILS:

Name: Nissar khan

Patan

Father Name : Darbar

khan Patan

Age: 29 Years

Marital status: Married

HOBBIES

Fitness

Playing cricket

Photography

Drawing