



RENJITH M MENON

RETAIL STORE MANAGER

PROFILE

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- Ajman, United Arab Emirates

Accomplished retail management professional with over 17 years of experience across diverse industries. Expertise in store operations, inventory control, sales optimization, and customer satisfaction, with a proven track record of reducing costs, streamlining processes, and enhancing team performance. Skilled in vendor management, staff development, and driving revenue growth. Seeking to leverage my comprehensive experience and leadership abilities in a Retail Store Manager role within a dynamic organization.

EDUCATION

MAHATMA GANDHI
UNIVERSITY, KERALA, INDIA

- Bachelor of Economics

EXPERTISE

- Store Operations Management
- Inventory Control
- Sales Optimization
- Customer Satisfaction
- Process Improvement

HARD SKILLS

- Demand Forecasting
- Stock Analysis and Management
- Shrinkage Control
- Cost Management
- Procurement Negotiation
- Administrative Coordination
- Purchase Order Management
- Financial Reporting & Budgeting
- Stock Provisioning & Forecasting
- Vendor & Supplier Relations
- Planogram Implementation
- Cash Office Control Measures
- Disposal Management

WORK EXPERIENCE

Ajman Markets Cooperative Society

2020 - 2024

Inventory & Administration Manager

- Managed demand planning, inventory audits, and supply chain processes across multiple branches and a central warehouse.
- Reduced inventory value from AED 35.69M to AED 27.79M by optimizing stock levels and streamlining supply chain processes.
- Coordinated with suppliers to ensure timely delivery of goods and handled payment negotiations.
- Led stocktaking, analysis, and procurement planning to ensure optimal stock availability and minimize overordering.
- Enhanced inventory accuracy by implementing digital inventory systems and optimizing cycle counts.
- Spearheaded initiatives to reduce shrinkage through loss prevention and inventory management controls.
- Monitored KPIs related to stock turnover, stock aging, and shrinkage, ensuring continuous improvement.

Safari Hypermarket LLC, Sharjah, UAE

2019 - 2020

Receiving Manager

- Managed receiving, dispatching, and backstore operations, maintaining planograms and inventory levels.
- Monitored non-moving and near-expiry stocks, ensuring compliance with company policies to reduce wastage.
- Coordinated supplier relations and optimized stock receiving processes.
- Ensured accurate and timely documentation of goods received, verifying invoices and purchase orders.
- Established clear communication between the receiving department and merchandising team to ensure stock readiness.
- Implemented FIFO (First In, First Out) principles to reduce product expiration and waste.

Baqer Mohebi Supermarket LLC

2018 - 2019

Assistant Branch Manager

- Recruited, trained, and supervised staff to ensure top performance. Cultivated a positive work environment that promoted teamwork and professional growth.
- Tracked key performance indicators and reported insights to senior management.

SOFT SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Coaching

SOFTWARE PROFICIENCY

- Microsoft Office Suite
- SAP
- NAVISION (Microsoft Dynamics NAV)
- JDE (JD Edwards)

INVENTORY MANAGEMENT SYSTEMS

- Portable Data Terminal (PDT) Usage
- Goods Receipt Voucher (GRV) Processing
- Stock Adjustment Procedures
- Stock Liquidation Planning

PERSONAL INFORMATION

- Date of Birth: 08-Apr-1985
- Nationality: Indian
- Marital Status: Married
- Passport No: P2096496
- Visa Status: Residence
- Driving License: UAE Driving License

LANGUAGES

- English - Full Proficiency
- Hindi - Working Proficiency
- Malayalam - Native Proficiency

- Boosted sales by implementing impactful merchandising and promotional strategies.
- Directed daily store operations, ensuring compliance with company policies. Optimized inventory through regular assessments, ordering, and restocking.

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Spinneys Dubai LLC, Dubai, UAE

2011 - 2017

Stores Accountant & Operations Administrator

- Played a key role in setting up supply chain operations for new store openings, including logistics and inventory systems.
- Prepared stock and financial reports for senior management, aiding in strategic planning and decision-making.
- Monitored and ensured compliance with regulatory and internal policies related to stock handling.
- Collaborated with store managers to optimize store layouts for better product flow and stock rotation.

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Spinneys Dubai LLC, Dubai, UAE

2007 - 2011

Store Administrator

- Conducted in-depth analysis of Profit & Loss statements, managed stock wastages and shrinkages, and organized monthly inventories.
- Oversaw administrative functions, including the maintenance of operational records, staff scheduling, and compliance with company policies.
- Implemented inventory management controls that reduced stock discrepancies by 20%.
- Managed supplier contracts, ensuring all product deliveries met quality and timing requirements.
- Maintained store documentation, including stock records, invoices, and purchase orders.
- Trained and supported staff on inventory control practices and shrinkage management.

ACHIEVEMENTS

- **Reduced Inventory Costs:** Successfully reduced total inventory value by 22% (from AED 35.69M to AED 27.79M) through strategic demand planning, stock liquidation, and supplier negotiations.
- **Streamlined Procurement Process:** Negotiated with suppliers to cut procurement lead times by 10%, ensuring timely stock replenishment while reducing stockouts and backorders.
- **Employee Training Initiative:** Led the training and development of the inventory team, resulting in 30% faster stock cycle counts and improved operational efficiency.
- **Enhanced Supplier Compliance:** Improved supplier compliance by 25% by implementing a structured checklist and verification system, reducing delivery errors and improving stock accuracy.
- **Supplier Negotiation:** Successfully renegotiated contracts with key suppliers, achieving a 7% reduction in procurement costs while maintaining quality standards.
- **Stock Liquidation:** Developed and executed a stock liquidation strategy that cleared 80% of non-moving inventory within 6 months, freeing up valuable warehouse space and reducing holding costs.

DECLARATION

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

AJMAN, UNITED ARAB EMIRATES

RENJITH M. MENON