



SACHIN SUVARNA

ASSISTANT MANAGER – RETAIL INVENTORY MANAGEMET



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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

PROFILE SUMMARY

Enthusiastic assistant manager with a combined six years of experience retail. Passionate about providing customers with impeccable service and maintaining a clean and organized shopping environment.

WORK EXPERIENCE

DECEMBER 2017	–	TILL DATE	NEW WEST ZONE SUPERMARKET LLC ASSISTANT MANAGER
NOVEMBER 2015	–	OCTOBER 2017	ASIAN HEART INSTITUTE CUSTOMER SUPPORT ENGINEER
SEPTEMBER 2010	–	AUGUST 2015	NEPTUNE DEVELOPERS LIMITED IT OFFICER

- Overhauled the inventory management process by implementing a new software management system, reducing inventory discrepancies.
- Managed a team of 15 staff, including Store Managers, ensuring adherence to company standards and professional conduct.
- Analyzed retail business performance through system-generated reports to identify sales trends and optimize product stocking, leading to revenue increase.
- Coordinated with IT department on POS system enhancement projects, achieving increase in transaction speed.
- Directed the forecasting and budgeting for monthly store operations, maintaining expenses of the budgeted figures.
- Implemented training programs to enhance team's guest service skills, resulting in improvement in customer satisfaction scores.

- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- Receiving of materials through PDT gun from supplier. Authorize entrance of people and vehicles.
- Protect company, property and staff by maintaining a safe and secure environment.
- Plan promotional campaigns for new products or specials. Proper checking of product display and signage's.
- Ensure stock replenishment, FIFO and FEFO, maintain over all discipline in the store.
- Keep a record of sales and restock the store accordingly.
- Ensure that the store is kept clean and organized.
- Mediate any confrontations between staff and clients, and de-escalate the situation.
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.

EDUCATIONAL QUALIFICATON

BACHELOR OF TECHNOLOGY, March 1997 - July 1998
MUMBAI UNIVERSITY
MUMBAI, MAHARASHTRA

PERSONAL DETAILS

DATE OF BIRTH : 05-08-1977

NATIONALTY : INDIA

LANGUAGES : English, Hindi, Marathi, Malayalam, Kannada, Tulu

MARITAL STATUS : Married

VISA STATUS : Transferrable

REFERENCES

Shall be furnished upon request.

DECLARATON

I hereby declare that the information mentioned above is true & correct to the best of my knowledge & belief.

SACHIN SUVARNA