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Dubai, UAE



INDIAN



Automatic dubai license



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EDUCATION

Bachelor of Business
Administration: MANAGEMENT
INDUS COLLEGE KARNATAKA,
INDIA, 2011-2009 - 2011

SAFETY ENGINEERING: SAFETY
ENGINEERING
MANGALORE UNIVERSITY,
INDIA, 2006-2012 - 2013

ADVANCE COMPUTER:
COMPUTER
KARNATAKA COMPUTER,
INDIA, 2010 - 2011

P.U.C: ACCOUNTS
PRE UNIVERSITY COLLEGE,
INDIA, 2007 - 2008

LANGUAGES

English:

Fluent

Hindi:

Fluent

SAJITH KUMAR.



PROFESSIONAL SUMMARY

Forward-thinker and expert negotiator with strong skills in business management and sales planning. Proven track record governing budgets using robust financial controls to boost revenue. Confident planning logistics, strengthening supplier relationships and analysing market performance. Skilled in planning and operations management. Background running successful business operations with knowledge of budgeting, staffing and marketing. Accomplished in driving customer and revenue growth with proactive strategies and daily management.

WORK HISTORY

May 2022 - Current

NOOR AL HAYAWIA FMCG - KEY SALES EXECUTIVE, DUBAI, UAE

- Currently handling Geant, aswaaq, lulu, B class markets
- Achievement of sales, distribution and collection targets
- Journey plans adherence stock list and BDA Visibility contracts implementation
- Negotiation with buying team of key accounts as applicable
- Implementing brand specific primary / secondary visibility activities
- New products listing and price revision in the assigned stores
- Service levels/ score card evaluation of the assigned customers
- Market information feedback – own / competitor activities
- Own initiatives in developing the business for the assigned customers
- Monitor and ensure merchandiser and promoter activities regularly
- Follow up and ensure collection of receivables in agreed timelines
- Manage stocks in central warehouse/ outlet and minimize reverse logistics
- Regular updating of customer database to ensure healthy service standards
- Propose and implement promotion activities with prior approvals in the assigned outlets
- Ageing/ near expiry stocks – propose and implement effective stock rotation to minimize liquidation losses
- Implement and provide feedback on all tactical activities undertaken in the outlets
- Adherence to the standard working protocols of the outlet
- Communicate with the merchandisers on central warehouse stock levels if applicable
- Consistent monitoring and feedback on the financial discipline of the assigned customers
- Identifying new outlets opening and adding them to the route plans

October 2018 - May 2022

URBAN FOODS- DUBAI HOLDING Geant, Franprix supermarket - Section Manager, DUBAI, UAE

- Led by example to maintain team motivation, ensuring daily tasks were performed accurately and efficiently.
- Built customer retention and satisfaction by delivering top-quality service.

Fluent

Malayalam:

Fluent

Tamil:

Fluent

KANNADA:

Fluent

- Managed staff rotas, planning workloads effectively and strategically.
- Maintained spotless and tidy working areas to create risk-free and productive environments.
- Set and managed operational schedules with proper coverage to meet customer service demands.
- Maintained clean, organised working areas to create positive, productive environments with minimal risk.
- Priced and displayed items clearly and correctly, enabling ease of retrieval for customers.
- Managed store opening and closing, taking key holder responsibilities seriously to uphold robust security.
- Achieved order processing and delivery time targets through smooth warehouse operations.
- Successfully led high-volume teams to achieve KPI targets and other department metrics.
- Guided and coached staff to achieve individual growth and sales production targets.
- Dealt with customer complaints and rectified product and service issues.
- Increased team productivity through effective staff planning, coordination and task delegation.
- Created seasonal sales plans with varying stock and promotional strategies.
- Maintained detailed and current records of inventory, personnel activities and business finances.

March 2017 - March 2018

WESTZONE FRESH SUPERMARKET - ASST.BRANCH MANAGER, DUBAI, UAE

- Kept business in compliance with internal controls, industry regulations and health and safety requirements.
- Determined strategic direction of organisation based on industry knowledge and market research.
- Monitored competitor activities, responding creatively to maintain relevancy and competitive edge.
- Oversaw business staffing and training, building successful, customer-focused team.
- Negotiated buying conditions and sales contracts to secure lucrative deals.
- Followed industry trends and set pricing strategies to maximise business returns.
- Maintained detailed and current records of inventory, personnel activities and business finances.
- Directed retail and wholesale operations, scrutinising and improving existing processes to boost efficiency.
- Formulated marketing and advertising strategies for continuous business growth.

August 2016 - August 2017

WESTZONE FRESH SUPERMARKET .UAE - FLOOR SUPERVISOR, DUBAI, UAE

- Supervised all production phases, from design and development to timely manufacture and dispatch.
- Led quality assurance initiatives and revamped utilisation of work time, resulting in increased profits.
- Owned delivery of production tasks and projects, completing to agreed standards.
- Recorded daily yield, implementing measures to boost productivity, reduce waste, and cut costs.
- Maintained clean, organised working areas to create positive, productive environments with minimal risk.



- Coordinated strategic project workflows to enable smooth, timely task delivery and completion.
- Supervised activities of workers and enforced safety regulations.
- Tracked employee performance, assessed daily output and implemented corrective actions to close gaps.

January 2014 - July 2016

ADITHYA BIRLA GROUP MORE - INVENTORY SUPERVISOR, MANGALORE, INDIA

- Maintained high levels of stock quality, implementing procedures to decrease stock damage.
- Located and retrieved requested products on shop floor and in storage areas.
- Established cycle count methods to reduce full stock-take frequency.
- Liaised between purchasing and store teams to resolve stock issues.
- Managed stock rotations to balance inventory of perishable products and minimise wastage.
- Optimised efficiency of stock operations using data from hand-held scanners.
- Trained warehouse staff to maintain stock inventory.

SKILLS

- | | |
|---------------------------------|---------------------------|
| • Relationship management | • Operations management |
| • Promotional activity analysis | • Budgeting |
| • Priority management | • Team Building |
| • Inventory oversight | • Business administration |
| • Staff Management | • Training and mentoring |

ADDITIONAL INFORMATION

- Visa status : Employment visa

PERSONAL DETAILS

Nationality : Indian Religion : Hindu Pan no: : EONPS0882B DRIVING LICENSE : UAE
AUTOMATIC CAR (own car) Weight : 70
Date of Birth : 06.09.1990
Age : 32
Visa status : Employment visa
Marital Status : Married
Passport no: : K8020158
Height : 6ft
Blood G : B+

DECLARATION

I hereby declare that all above given particulars are true and correct to the best of my knowledge and belief.

Yours

SAJITH KUMAR

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