



# SACHIN SUVARNA

STOREKEEPER – RETAIL  
INVENTORY MANAGEMET

**Address**

Dubai - UAE

**Email**

[schnsuvarna@gmail.com](mailto:schnsuvarna@gmail.com)

**Phone**

+971 58 6851866

## 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	–	JULY 2024	<b>NEW WEST ZONE SUPERMARKET LLC</b> STOREKEEPER/INVENTORY
NOVEMBER 2015	–	OCTOBER 2017	<b>ASIAN HEART INSTITUTE</b> CUSTOMER SUPPORT ENGINEER
SEPTEMBER 2010	–	AUGUST 2015	<b>NEPTUNE DEVELOPERS LIMITED</b> 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.
- 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 : Employment (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**