



# SANDEEP SINGH

Dubai, United Arab Emirates  
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## Personal Summary

- An ambitious, highly motivated and energetic person with excellent communication skills. 3+ years of experience managing staff, scheduling shifts, and overseeing daily operations. Skilled in Customer service, inventory management, safety compliance, and process improvement.

## Objective

Seeking an opportunity to work as Retail Associate and Storekeeper service personal with the aim of making notable contribution towards professional and organizational growth.

## Experience

- Zia And Sagor Carpets Trading LLC, Dubai** November 2023 - January 2024  
Storekeeper  
**Duties & Responsibilities:**
  - Managed a team of 10 warehouse employees in the successful receipt, storage and distribution of goods.
  - Developed and implemented safety procedures for warehouse staff to ensure a safe and efficient work environment.
  - Supervised daily operations, ensuring that all orders were picked, packed and shipped on time.
  - Monitored inventory and maintained accurate records of stock levels.
  - Determined the most efficient methods for loading, unloading and organizing goods in the warehouse.
  - Established and enforced quality control standards for products stored and shipped from the warehouse.
- Metro Supermarket, Jaipur, INDIA** 10/09/2021 - 15/08/2023  
Retail Sales associate/ Storekeeper  
**Duties & Responsibilities:**
  - Providing excellent customer service and following every aspect of customer satisfaction.
  - Be knowledgeable about the product Identify prospective customers, lead generation and conversion.
  - Contact new and existing customers to discuss needs.
  - Emphasize the features of products to highlight how they solve customer problems.
  - Deep products knowledge and inventory level
  - Collaborate with colleagues in many different sectors.
  - Maintain contact lists and follow up with customers to continue relationships.
  - Received products and worked to shelves, cleaned storage areas.
  - Unpack, inventory, and stock items in their proper locations within the storeroom or maintenance facility.
  - Arranging goods in the warehouse.
  - Ability to adapt quickly to the working environment.

## Education

- University of Rajasthan, Jaipur** 2020  
Bachelor's Of Science  
62%
- Tagore Public School** 2016  
HSC  
57%
- Kendriya Vidyalaya , Jaipur** 2014  
Matriculation  
62%

## **Skills**

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- Excellent Customer service
- Great Communication skills
- POS & Cash handling
- Product Knowledge

## **Languages**

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- English Read Write Speak
- Hindi Read Write Speak

## **Computer Skills**

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- MS Office  
Excel  
Tally  
Internet

## **Activities**

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- •Watching Cricket •Traveling