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UTTAR PRADESH, INDIA
274702

EDUCATION

High School Diploma, Science
Bapu kriskak inter collage,
Deoria

12th, science
sangram singh inter collage,
deoria

Bachelor of Commerce,
commerce
Shobhit university, meerut

PERSONAL DETAILS

Date of Birth / Age:
10/07/1987

Nationality: Indian

Marital Status: Married

Visa Status: full

Gender: male

Religion: Hindu

Passport: M7507495

LANGUAGES

English, Hindi, Arabic

SUJEET KUMAR PATEL

PROFESSIONAL SUMMARY

To be associated with progressive organization that gives me scope to apply my educational and professional skills and provides me with advancement opportunity and knowledge empowerment.

WORK HISTORY

June 2017 to till date

@ Al Afrah Sweets. Ajman (U.A.E) as Store keeper.

Responsibilities

- Responsible for overseeing the Entire Store Operations.
- Managed merchandise levels and store appearance Visual Display Arrangement.
- Short list all required items day by day
- Manage all the items according to related person.
- Check all invoices according to purchase.
- Handling all sales and purchase items through invoices.
- Coordinate day by day with sales and purchase responsible person.
- Maintaining the Internal & External Data Base.
- Ensure quality follow up on leads.

October '2011 to February 2017

@ Virgo Softech Ltd. – New Delhi –Store keeper

Responsibilities

- Handled a store of 4600sft
- Maintaining Daily Mirror.
- Created and maintained team relationships.
- Proper process of inward & outward of stock.
- Responsibility for Security and Cleanliness of the store.
- Ensure efficient handling of customers and maintaining high service standards.
- Maintaining the ambience of the store as per the company standards.

SKILLS

- Picking and packing
- Customer relations
- Stock management
- Visual merchandising
- Quality Control
- Computerized store control
- Records management
- Stock transportation