



## **CURRICULUM VITAE**



**Sumit Kumar**

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## **PERSONAL DATA**

**Visa Status** : Work Visa  
**Joining** : Immediately  
**Sex** : Male  
**Nationality** : Indian  
**Passport No.** : Z6993656  
**Languages Known:** English, Hindi  
**Date of Birth** : 27<sup>th</sup> October 1999

## **Objective:**

- To work in a progressive, competitive, and professional environment that utilizes my skills gained through learning and experience and fosters development of management skills.

## **Experience:**

3 years of experience in Warehouse Assistant and Retail Sales.

## **Academic Profile:**

### **Educational qualification**

- BCA Pursuing.
- 12th Passed from BSEB Bihar Board.
- 10th Passed from CBSE Board Delhi.

## **Skill Set:**

- Capable to work under pressure.
- Positive attitude with innovative approach.
- Proficient computer skills.

## **Business Skills**

### **Retail Store Operations:**

- Responsible for generating monthly Target.
- Working at a total retail space of 1000 sq. feet.
- Ensuring visual merchandising displays, gondolas, & POS for maintenance of a high-end store image.

### **Warehouse Operation:**

- Proven working experience as a Warehouse Worker
- Proficiency in inventory software, databases and systems
- Familiarity with modern warehousing practices and methods
- Good organisational and time management skills
- Ability to lift heavy objects.

### **Stock Management:**

- Interfacing with supply chain for sourcing of products
- Planning and monitoring warehouse operations of receipt, storage, return of unsold stock, inventory control, etc. Ensure that right stock is available at the right time at the right place by proper planning and analysis.

### **Customer Relationship Management:**

- Maintaining cordial relations with customers to sustain the profitability of the business. Maximizing customer satisfaction level by on time delivery, monitoring customer complaints, providing efficient services. Handling customer grievances and resolving issues.

## **WORK EXPERIENCE DETAILS**

### **Company – Medicina Drug Store (Abu Dhabi, UAE)** **(Pharmacy)**

**Period – June 2022 till Now**

**Role- Warehouse Assistant**

#### **Job Profile:**

- Provide product knowledge through monthly staff meetings, discuss new features and sale tips product by product.
- Move inventory and materials across facilities.
- Process inventory for delivery
- Sort, organize and store inventory in the proper location.
- Package items and label correctly
- Scan delivered items and ensured quality.
- Report damaged or missing inventory to supervisors.
- Remove inventory from trucks or shipping and delivery to proper location.
- Update logs and documentation for inventory processing
- Move materials from facilities to workstations, pick-up locations, or other locations.
- Operate heavy machinery like forklifts to move or store inventory.
- Ensure workspace is free of debris and remove safety hazards from aisles.
- Work as an active team member to complete team goals.
- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)

### **Company - United Colors of Benetton (Delhi, India)**

#### **(Apparel Brands)**

**Period – June 2019 till July 2020**

**Role- Sales Executive**

- Ensure high levels of customer satisfaction through excellent sales service.
- Maintain outstanding store condition and visual merchandising standards.
- Maintain a fully stocked store.
- Ascertain customers' needs and wants.
- Recommend and display items that match customer needs.
- Welcome and greet customers.
- Manage point-of-sale processes.
- Actively involved in the receiving of new shipments
- Keep up to date with product information.
- Accurately describe product features and benefits
- Follow all companies' policies and procedures.

Place:  
Date:

**(SUMIT KUMAR)**