



SURESH SHANIGARAM

PROFESSIONAL SUMMARY

I would like to pursue my career in a reputed and professional Organization and to build a successful career in the future, by giving my best loyal service which will allow me to gain necessary experience and to broaden my commercial awareness. My progress in education demonstrates my serious commitment towards achieving this goal and I also can adapt to any Work environment and would like to use my skills to contributed positively to any given work situation.

WORK HISTORY

Store Manager, 02/2023 - 12/2024

Viva Supermarket, Landmark Group Dubai, UAE.

- Management of entire store team. & focus their operations to achieve the budget & target
- Trained new staff on store procedures and policies, developing knowledgeable, confident teams.
- Monitoring store sales to check that quotas are met.
- Monitored stock levels and write timely order warehouse requests to replenish merchandise.
- Ensuring that employee observe company protocols.
- Informing supervisors progress and pitfalls on a regular basis
- Analyzed competitors' activities and reported the same to the operation head.
- Conduct the store promotions and activities
- Analyzed sales and marketing information to update plans.
- Responded to customer complaints and concerns in a professional manner.

Store Manager, 01/2019 - 01/2023

West Zone Group LLC, Dubai, UAE.

- Management of entire store team.
- Checking the inventory (local purchase and warehouse invoices).
- Checking out of stock and over stock.
- Control the purchase, checking goods from vendors.
- Dealing the customers and supplier in good manner.
- Following the instructions of respective Area manager & Owner.
- Responsible for the profitability, standards purchase & sales etc.
- Accountable for the price , quality ,delivery of the products.
- Full control all the staff & Team work.

Assistant Store Manager, 11/2017 - 12/2018

West Zone Group LLC, Dubai, UAE

- Assist the Store Manager in planning and implement to attract customers.
- Keep maintaining minimum stock and ordering the required stock daily needed basis.

Contact

- Dubai- United Arab Emirates
- +971-545496959
- Sureshshani597@gmail.com

PASSPORT & VISA DETAILS

- Passport No : V9096987
- Date of Issue : 16-08-2022
- Date of Expiry : 15/08/2032
- Visa Status : Cancellation Visa.

Skills

- Ms office (excel, word, Outlook)
- Adobe Photoshop
- Good internet Suring
- In time stock control
- Merchandise planning
- Store management
- Retail Inventory management
- Excellent interpersonal skills
- Relationship Management
- Ware house operations

EDUCATION

07-2009 to 05-2012 Andhra Pradesh.

- **BSC (Bachelor Degree of Science)**
course complete from Kakatiya University.

07-2006 to 05-2009 Andhra Pradesh.

- **HIGH SCHOOL DIPLOMA – Board of Intermediate Education.**

06/2005 – 05/2006 Andhra Pradesh.

- **Board of secondary Education – Board of School Education.**

ACHIEVEMENTS

- Received Dubai TSI Quality Services Person-In-Charge Award from Chief examiner 2019.

PERSONAL DETAILS

- Date Of Birth: 14-06-1991
- Nationality: Indian
- Languages Known: English, Hindi & Telugu

- Meeting sales goals by training, motivating, mentoring and providing feedback to store staff.
- Checking the stock displays at shelves and guiding to the staff for proper displays of stock.
- Supervise and motivate staff to perform their best.
- Handle complaints from customers.
- Collection of cash from cash counters and preparing the reports.
- Preparing the telephone cards reports.
- Preparing final reports of the entire day sales and cash reports to send head office on daily basis.

Store Keeper, 09/2014 - 08/2017

West Zone Group LLC, Dubai, UAE

- Receiving all Products and Checking a Temperature and condition of products.
- Maintaining all store in well manner as per Dubai municipality Rules and Regulation.
- Maintaining Record for Supplier & Distributors Vehicle No. & Chillers Temperature.
- Clearing All GRVs (Expiry & Damage).
- Preparing monthly stock report and submit it to head office.
- Manage paper and official documents (E-mails, letters, Attendance sheet).
- Preparing All Promotion posters.
- Preparing LPOs (Local purchase Order).
- Solving all kinds troubleshoot in all computers of supermarkets.
- Merchandising of whole section and keeping in well manner.
- Looking ordering and availability of section.
- Helping to Customer for find item in super market and providing them a good Satisfaction.

DECLARATION

Here with I am declaring that the above information furnished is true and is given with my full knowledge.

S. Suresh