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Nationality: Indian Visa Status: Visit Languages: English, Arabic, Hindi, Tamil, Malayalam driving License: Available (Qatar) Marital Status: Married Location: Dubai

Objective

Seeking a position as **Retail showroom in charge / Merchandising supervisor / Warehouse inventory Controller supervisor** with a reputed organization where my education & experience will have valuable application.

Profile

- 18+ years of experience in showroom / Warehouse management, customer service & Merchandising, Warehouse inventory in UAE, Qatar, & India.
- 6 years of experience in UAE with a Showroom opening Merchandising.
- Bachelor of Commerce, University of Madras, 2002.
- Excellent communication skills in English, Arabic & Hindi. Tamil. Malayalam
- Proven track record of sales success in a retail environment.
- Proven ability to manage staff, oversee operating stock budgets, and communicate with other departments, and executive management to ensure sales goals are met.
- Ability to plan, organize, manage, monitor and report store affairs.
- Ability to provide effective direction and supervision in line with company policy & practice.
- Demonstrate excellent customer service and promote good practices.
- Excellent Organizer with interpersonal communication skills, able to maintain a positive teamwork environment by developing mutual respect & rapport.
- An ability to work well under pressure.
- Good personal presentation, especially when working with team leaders, supervisors and Merchandising Inventory Controlling.

Work History

1. WAREHOUSE INVENTORY CONTROLLER SUPERVISOR

QATAR AIRWYS

(MARCH 2013 – October 2023)

- ✓ Review documentation and monitor product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and records
- ✓ Warehouse and Completes deliveries by driving truck or van to and from vendors.
- ✓ Stock receiving and dispatching. Follow quality service standards and comply with procedure, rules and regulations.
- ✓ Maintain updated and accurate records of inventory, including transfers
- ✓ Prepare, generate, and file financial inventory reports; review reports monthly with management Oversee inventory and supply chain management according to company guideline
- ✓ police and customs documents clearance and approved entry Pass
- ✓ tacking approved communication with custom receiving stock
- ✓ Keep a clean and safe working environment and optimize space utilization
- ✓ All stores checking Expiry and damages par units.
- ✓ Warehouse inventory management is the organized coordination of tasks such as receiving items for inventory
- ✓ maintaining the quality of stocks while in storage, tracking of stock, packing and shipping out of orders, and replenishing stock upon reaching a minimum number in storage.
- ✓ PO crating sending to vendor new stock processing.
- ✓ PO Received GRN posted in system submitting finance department.
- ✓ Maintain the warehouse stock inventory and space management. Non-moving item dispatch in shop floor clear the stock market place

- ✓ Each items QC completed sending to stock market place.
- ✓ Led a staff of 26, maintaining a crew with the highest morale, with functions in sales,

2. SUNANDSAND SPORTS, UAE (February 2007 – February 2013)

Designation: Merchandising supervisor

- ✓ Category planning and Space management (Brand wise as per margin)
- ✓ Responsible for Showroom Maintain and manage inventory receiving stock.
- ✓ Responsible all category Brand visual merchandiser
- ✓ Showroom staff merchandising stand training.
- ✓ sales promotions arranging as per gate line marketing banners fixing in showroom
- ✓ weekly wise each category checking sales reports. Communicate with buying team.
- ✓ Showroom slow moving item highlighting in the market place. As per Showroom stand.
- ✓ Monthly wise meeting with operation team showroom sales report and stock report category wise as per merchandising started
- ✓ Supervised housekeeping & cleanliness in the showroom.
- ✓ Weekly checking warehouse stock measurement pulling the stock in shop floor clear the stock market place.
- ✓ Monitored and supervised the merchandise requisition of the outlet and ensured that the same is received from the warehouse as per request.
- ✓ Ensured that all merchandise carry the security tag so as to avoid theft.
- ✓ Exercised control over inventory shortages.

SunandSandsports New Showroom Opening

- ✓ UAE, KSA, OMAN, BAHRAIN New showroom opening SSS supporting.
- ✓ Handled 15 multicultural team members.
- ✓ Stock receiving and dispatching as per showroom merchandising level
- ✓ Arranging the showroom fittings category wise supervising.
- ✓ Maintain the safety and security system stand training.
- ✓ Collect vender invoice receiving items checking items wise signing document submit Finance department.
- ✓ Showroom opening Supervise & manage an employee's training.
- ✓ Inventory control, guarantee proper check in, check out & storage conditions).
- ✓ Showroom floor merchandising started prepare the checklist.
- ✓ Showroom manger and supervisor giving merchandising stand training

4. lifestyle landmark group., India (Jun 2005 – May 2007)

Designation: floor supervisor.

(Reebok, Nike. Adidas. And Electronic and Watches)

- ✓ Responsible for managing the smooth running in the reputed showroom.
- ✓ Supervised and monitored junior administrative staff.
- ✓ Preparations of analytical reports.
- ✓ Handling the telephone calls and friendly relation with the client's staff and giving them proper location.
- ✓ Responsibilities and duties day - to - day showroom routine work.

Technical Skills

Microsoft dynamics system 365

MS- Office & Word applications.

TALLY (Accounting Software)

Academic Qualifications

Bachelor of Commerce, University of Madras, 2002.

Strength & Skills

- Hard Working, Enthusiastic and optimistic.
- Good interpersonal skills and sociability.
- Ambitious and Pro-active.
- Self-motivated and capable of motivating others.