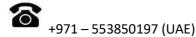
VIVEK KUMAR

B.Sc. in Hospitality & Hotel Administration (B.Sc HHA)







WORK SUMMARY

I have demonstrated my hotel management and hospitality skills throughout my successful **07 years** career in the **Fast-moving consumer goods (FMCG)** domain. I intend to work for a company which values commitment, loyalty and hard work. I am a hardworking individual which can be witnessed through my current role of managing a supermarket with purchase operation, maximizing profitability and setting/meeting sales targets, including motivating my subordinates.

EDUCATION



B.Sc. in Hospitality & Hotel Administration

Jul 2011 - Mar 2014

IHM | Institute of Hotel Management, Bhopal, India Full Time



Floor Manager – Hypermarket Ansar Group, Dubai, UAE

2021 February - Present

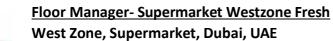
- Improve profit and attain sales target of supermarket.
- Deal with all complaints, gueries and other related customer service issues.
- Review and process purchase order.
- Negotiated prices and making all contracts from Local suppliers.
- Build relationship with vendors.
- Schedules deliveries and ensure timely fulfillment of orders.
- Evaluates vendors based on quality, timelines and price.
- Overseeing and successfully running daily operations.
- Overseeing pricing and stock control.
- Managing budgets.
- Maintaining statistical and financial records
- Maximizing profitability and setting/meeting sales targets, including motivating staff to do so.
- Ensuring compliance with health and safety legislation.
- Preparing promotional materials and displays, Liaising with head office, Training, supervising and appraising staff.



Floor Manager- Supermarket Almaya Group

2019 Nov. - 2021 Jan.

- Review and process purchase order.
- Improve profit and attain sales target of supermarket.
- Negotiated prices and making all contracts from Local suppliers.
- Build relationship with vendors.
- Schedules deliveries and ensure timely fulfillment of orders.
- Maximizing profitability and setting/meeting sales targets, including motivating staff to do
- Ensuring compliance with health and safety legislation.
- Preparing promotional materials and displays.
- Liaising with head office.
- Training, supervising and appraising staff.
- Overseeing and successfully running daily operations of the store.
- Overseeing pricing and stock control and managing budgets.



Feb 2016 - Mar 2018

- West Zone, Si
 - Handled all local purchase order related to branch.
 - Overseeing and successfully running daily operations of the store.
 - Overseeing pricing and stock control
 - Managing budgets.
 - Maintaining statistical and financial records.
 - Dealing with customer queries and complaints, Maximizing profitability and setting/meeting sales targets, including motivating staff to do so
 - Ensuring compliance with health and safety legislation
 - Preparing promotional materials and displays
 - Liaising with head office.
 - Training, supervising and appraising staff.



Asst. Manager- Supermarket

Sep 2014 – Feb 2016

Walmart | Easy Day, Delhi, India

- Supervise and train staff.
- Review staff performance and offer constructive feedback.
- Collaborate with team leads on setting and achieving team-specific goals.
- Purchase inventory based on current trends, availability of new products and customer interest.
- Display merchandise to maximize purchasing appeal.
- Organize sales and product demonstrations.
- Write sales and customer reports and make recommendations for improvements.
- Interact with customers and resolve complaints or grievances.

May 2012 - Oct 2012

Resourcefulness



Enthusiasm

<u>Internship</u>: Hotel Le Meridien, 5 stars, Pune, India

Covering the departments of food & beverage services front office and kitchen operations.

Verbal communication skills

INTE	RPI	FRSC	DNAL	SKII	IS
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Excellent IT skills	Team working skills	Confidence			
Numerical skills Organizational skills		Awareness			
	IT SKILLS				
MS-Excel	MS-Power Point,				
MS-Word	SAP based software				
	LANGUAGES				
English	Hindi				
Read, Write, Speak fluently	Read, Write, Speak fluently				
ADMINISTRATIVE DETAILS					
Passport Number	Visa Status	WhatsApp Number			

M8124654, Patna, India

UAE Employment Visa

+971 – 553850197

Expiry: 08/04/2025

NationalityDate of BirthDriving LicenseIndian16-Jan-1991UAE License, Dubai