

Name : Sujan Adhikari

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Objective: Dedicated and detail-oriented Warehouse Inventory Incharge with 8 years of experience in managing and optimizing warehouse operations. Skilled in inventory management, logistics coordination, and team leadership. Seeking to contribute expertise in streamlining processes and enhancing efficiency within a dynamic organization.

Professional Experience:

Store Manager at shoe-a-holics, Anirudh International, Nepal March 2022 – January 2024

* Develop business strategies to raise our customers’ pool, expand store traffic and optimize profitability
* Meet sales goals by training, motivating, mentoring and providing feedback to sales staff
* Ensure high levels of customers satisfaction through excellent service
* Complete store administration and ensure compliance with policies and procedures
* Maintain outstanding store condition and visual merchandising standards
* Report on buying trends, customer needs, profits etc
* Propose innovative ideas to increase market share
* Conduct personnel performance appraisals to assess training needs and build career paths
* Deal with all issues that arise from staff or customers (complaints, grievances etc)
* Be a shining example of well behavior and high performance
* Additional store manager duties as needed

Operations Executive Shipa Delivery Company Services , Sharjah Feb 2019 – April 2021

* Arranging order.
* Receiving orders for client.
* Labelling and receving in the system.
* Communicating with executives and upper management regularly
* Collaborating with executives and creating operational policies and procedures
* Overlooking the daily functions of the business
* Creating short and long-term operational goals
* Suggesting improvements needed in different operations
* Maintaining a healthy relationship with suppliers and stakeholders
* Making sure the compliance with laws and regulations

Multi- Functional Inventory incharge and operation outbound incharge Elabelz.com,

Dubai, Jan 2016 – April 2018

* Fulfilling order and shipping to the constomer.
* Keeping record of inventory in SKUVAULT Software.
* Enthusiastic and able to work with others in a team.
* Actively approach customers, identify their needs by asking the right questions and advice them on the best solutions for their homes to exceed their expections.
* Reliable, accurate and friendly way.
* Handle customers complaints and claims efficiently and with empathy.
* Support & secure the implementation of planned commercial activities throught the shop.
* Understand the shop action plan and take ownership for my part in its delivery.

Education:

• S.L.C. (2003) Excelsior School​, Kathmandu, Nepal

• +2 (2008) Pentagon College, Kathmandu, Nepal

• Bachelor degree (2011) Nepal Academy of tourism & Hotel Management, Kathmandu, Nepal

Skills:

* Inventory Management
* Logistics Coordination
* Team Leadership
* Warehouse Operations
* Data Analysis
* Safety Compliance
* Problem-solving
* Communication Skills

References:

Available upon request.