



# DEEPAK CHHUGANI

Assistant Manager (FMCG)

## PROFILE

To find job to which I can apply my skills and knowledges. Likewise I would love to be a part of a growing company as I further expand my career and to be with a great team that can assist me to grow and improved my skills to the highest standard possible for my role to the company.

## CONTACT

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### DRIVING LICENSE:

Manual License-192365

### ADDRESS:

Safeer Mall, Al Khan Sharjah UAE

## HOBBIES

Watching and reading current news  
Checking Stock Market  
Browsing Internet about cars  
Playing mind games in phones

## LANGUAGES

Arabic ( Fluent )  
English ( Advance )  
Hindi ( Mother Tongue )

## EDUCATION

D.A.V. Senior Secondary School

March 2000

Rajsthan Ajmer, India

## WORK EXPERIENCE

**Al Safeer Group of Company - Assistant Manager (Food Division)**

**2014 – 2023 at present**

- ❖ Regular monitoring and analysing of different kinds of products and items.
- ❖ Prepare purchase requisition and issuance form.
- ❖ Responsible in receiving and checking of company's items or product deliveries, duties to check the quantity and quality of items received as per purchase order description and specification required.
- ❖ Delivery note, gate pass, and transmittal form products or items receiving report.
- ❖ Weekly procurement delivery report.
- ❖ Encode items or product received and issued.
- ❖ Analysing the stock variances thoroughly and rechecking the same through proper recounting.
- ❖ Arrange the bill or receipt in the delivery orders for the payment process.
- ❖ Supervising people for shifting items or product in their exact area or location.
- ❖ Responsible for inputting items or product requisition in causeway.
- ❖ Item's or product receiving and GRN posting to companies system.
- ❖ Items or product inventory and monitor stock availability.
- ❖ Responsible for weekly and monthly items or product report to department manager.
- ❖ Monitor the incoming and outgoing items and product.
- ❖ Maintain a record of quality works which will be used for the future for production references.
- ❖ In charge in coordinate and monitoring products or items required.
- ❖ Arrange and segregate products and items in their corresponding location.

**Al Safeer Group of Company – Section Staff**  
2009 – 2014

**SKILLS/QUALIFICATION**

Certificates of Basic Food Hygiene.

Knowledgeable in POS and basic SAP program system knowledge.

Proven bookkeeping and inventory management.

Familiarity with the standard and best concept in a stockroom or warehouse inventory.

Analytical mind with ability to make accurate mathematical computation.

Competencies in data entry, analysis and management.

Familiarity with customer service principles.

Leadership and organisational abilities.

Excellent problem solving attitude and interpersonal skills.

Excellent knowledge in computer such as; Microsoft Word, and Microsoft Excel.

- ❖ Greetings customers coming to the section
- ❖ Responsible for daily cleaning and arrangement of the section.
- ❖ Assisting customers in their product inquiry inside the shop.
- ❖ Daily checking of the item, which is need to refill and need to display.
- ❖ Checking the expiration date of the items display on the shelves.
- ❖ Coordinating with supervisor or Asst. Manager which items need to order.
- ❖ Checking the price of the items and keeping records of the items information.

**V.I.P LAUGAGE SHOWROOM – Salesman**  
2006 - 2009

- ❖ Greet customers as they arrive at the showroom and inquire into their purpose of visit.
- ❖ Listen actively to customers while they provide details of what they want to buy or look at.
- ❖ Assist customers in locating items of their choice and provide them with information on its features.
- ❖ Demonstrate product features, by clearly articulating each important articles and it's use
- ❖ Provide advice to customers regarding different brands and their standing in the market.
- ❖ Lead customers through the payment process by escorting them to POS station or processing their payment by cash or credit cards.
- ❖ As certain that product warranties are handed over customers at the time of purchase and ensure that their purchase are delivered to their vehicles.
- ❖ Handle product displays by ensuring that sufficient pieces are placed on shelves all the time.
- ❖ As certain that cleanliness and maintenance of showroom by coordinating custodial services.
- ❖ Handle customer's complaints by ensuring complete customer satisfaction at all levels.