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OBJECTIVE

To obtain the position of Store Supervisor in a reputable organization and utilize my skills and knowledge in inventory management to ensure timely and efficient delivery of materials, tools, and equipment

AREAS OF EXPERTISE

- Leadership
- Customer management
- Tracking shipment
- Warehouse management
- Organization
- Inventory management
- Analytical skills:
- Adaptability

CAREER STATEMENT

“I ensure that all operations run smoothly, efficiently, and profitably. With my expertise in managing inventory, supervising staff, and optimizing customer experience, I am committed to achieving excellence in every aspect of store management. I aim to leverage my analytical and problem-solving skills to optimize inventory management and minimize loss. By closely monitoring stock levels, identifying trends, and implementing effective ordering systems, I am confident that I can maximize profits while reducing waste and minimizing overstock.”

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

PERSONAL INFORMATION

- Nationality-Indian
- DOB-20/10/1990
- Passport number- L7595102

CAREER HISTORY

TEAM LEADER • KOOIK SUPERMARKET, DUBAI [PRESENT]

- Providing guidance, instruction, and support to team members, ensuring they understand their tasks and responsibilities, and monitoring their performance.
- Experience in staffing, scheduling, and training of employees.
- Skilled in training team members on customer service techniques and implementing strategies to enhance the overall customer experience.
- Monitored inventory levels, conducted regular stock audits, and collaborated with suppliers to ensure optimal product availability.
- Experience in implementing pricing and promotional strategies to drive sales and achieve revenue targets.
- Implemented safety protocols and conducted regular inspections to maintain a safe and compliant work environment.
- Collaborated with other departments, such as purchasing, marketing, and human resources, to ensure effective cross-functional communication and coordination.

STORE MANAGER • NIRAVU FARMERS COMPANY, CALICUT [2020 –2023]

- Approved regular payroll submissions for employees.
- Maintained proper product levels and inventory controls for merchandise and organized backroom to facilitate effective ordering and stock rotation.
- Promoted team collaboration, performance, and efficiency by fostering healthy environments focused on mutual success.
- Set effective store schedules based on forecasted customer levels, individual employee knowledge, and service requirements.
- Completed point of sale opening and closing procedures.
- Rotated merchandise and displays to feature new products and promotions.
- Managed inventory control, cash control, and store opening and closing procedures.
- Developed and implemented successful staff incentive programs to motivate employees.
- Reduced operational risks while organizing data to forecast performance trends.

STORE SUPERVISOR • CARREFOUR SUPERMARKE ,OMAN [2016 – 2020]

- Supervised associates by providing direction and instruction for stocking shelves, rotating stock, and receiving deliveries.
- Secured building for closing by completing run-through of sales floor, turning off electronic systems and turning on alarms.
- Conducted inventory analysis to determine optimal stock levels.
- Answered questions about store policies and addressed customer concerns.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Maintained customer satisfaction with quick and professional handling of product returns.
- Organized shift meetings to communicate and resolve issues for night operations.
- Supervised daily operations by directing customer service, inventory and sales operations.
- Developed marketing strategies by creating and implementing plans to promote store, attract new customers and increase sales.
- Worked with store management to implement company safety programs and awareness, reducing workers' compensation costs.
- Evaluated data on stock levels, customer sales and other factors, assessed trends and reported on findings to help senior management make effective operational decisions.
- Examined incoming inventory, merchandised shelves and prevented shrinkage.
- Maintained clean, adequately stocked, and organized store by streamlining daily operations and introducing new procedures.

OFFICE CO ORDINATOR• CUSTOMS HOUSE CLEARANCE [2013 – 2016]

- Review all documentation related to the goods being imported or exported, including invoices, bills of lading, and customs declarations.
- Ensure all the information is accurate and the goods comply with all relevant regulations.
- Classify the goods according to the Harmonized System (HS) code, which is a standardized system for identifying and classifying goods for customs purposes.
- Performs a risk assessment of the shipment to determine if it requires further examination or inspection.
- Conduct physical inspections or examinations of the shipment, to ensure that it complies with all relevant customs regulations and procedures.

EDUCATION

- Bachelor’s in commerce
- PGDCA