EMAIL: simon.368182@2freemail.com

# SIMON

Objective

To work for a dynamic organization offering challenging career and attain the highest level of designation attainable where my personal and professional qualification can be utilized for the advanced growth of the company and myself.

Skill and Achievements

Ability to deal with all levels of people in a professional manner. High degree of confidentiality and maturity to handle matters with tact and discretion.

RELATIVE SKILLS ACCQUIRED

Leadership Qualities, Team Work and Managerial Skills, Commitment, Dedication and Punctuality

Strength and Attributes

Ability to handle a variety of tasks simultaneously and under pressure and stress. Innovative thinking, hard working, confidence to meet the challenges of the dynamic business environment are some of my strengths which help me climb the ladder of success in the corporate world.

Competencies

Customer services and Orientation. Initiative and commitment to achieve, Planning and Organizing. Attention to details and quality. Computer Literacy, Communication Skills and Team Orientation.

Education Qualification

B.Com – Bombay University

Technical Qualification

Good working knowledge of MS word, Excel, outlook, Email & Internet.

Additional Qualification

* Hotel Management (Cookery & Bakery)
* Category & Time Management – (Spinneys Dubai)
* Knowledge of Fire Fighting – Spinneys Dubai (Dubai Defence Dept)

Professional Profile

**Sultan Group - Kuwait -Store Manager** (October 2015 – March 2017)

* Stock availability & utilization
* Space Utilization & merchandising
* Effectively handling Customer Complaints and follow up –Customer satisfaction
* Manpower management & utilization

**Maybury Supermarket - Purchaser** (March 2014 – March 2015)

* Daily monitoring, Purchasing, Ordering of items for all sections in the market. (Local & Import)
* Pricing of items in the store.
* Stock availability & utilization
* Co-ordination with Suppliers for timely delivery of goods.

**Arabian Food Supplies (KSA) Store Manager** (May 2010 – Jan 2014)

* Daily monitoring, Purchasing, Ordering of items for all sections in the market. (Local & Import)
* Pricing of items in the store.
* Stock availability & utilization
* Space Utilization & merchandising
* Effectively handling Customer Complaints and follow up –Customer satisfaction
* Manpower management & utilization
* Co-ordination with Suppliers for timely delivery of goods

**Al Maya Supermarket (Al Maya Lal’s) Store Manager** (Dec 2003 till March 2010)

* Daily monitoring, Purchasing, Ordering of items for all sections in the market. (Local & Import)
* Overseas visits for Purchasing – (UK & Germany)
* Pricing of items in the store.
* Stock availability & utilization
* Space Utilization & merchandising
* Effectively handling Customer Complaints and follow up –Customer satisfaction
* Manpower management & utilization
* Co-ordination with Suppliers for timely delivery of goods

 **Spinneys Dubai LLC *– Asst. Store Manager*** (May 1997- Oct 2002)

* Daily monitoring & Ordering of items for all sections in the market.
* Organize the store for stock taking
* Record movement goods between the stores and others branches as well as warehouse
* Organize the store for weekly promotion
* Organize the store for displays
* Supervise and follow up duties allocated to junior staff
* Handling Customer Complaints and follow up
* Cash Handling – Petty Cash, Safe Keys. Clearing cashiers at the end of their working hours.

I Joined Spinneys as a grocery supervisor and was later promoted to Asst Manager. During my training period I was trained in all departments incl butchery, fish & bakery.

**Al Souks Supermarket – Frozen & Dairy *Supervisor*** (1992 –1996)

## Personal Details

**Date of birth :** 3rd September 1967

**Place of birth :** Mumbai – India

**Martial Status :** Married

**Nationality :** Indian

**Visa Status :** Employment

**Language ;** English, Hindi, Konkani

**Hobbies :** Reading, Music and Traveling

**Achievements :**  Employee of the month & Team of the Quarter

**References :** Available on request