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| **SHOJI** | |
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| **+971505891826** | [**Shoji.376643@2freemail.com**](mailto:Shoji.376643@2freemail.com) |  | **Sharjah, UAE** |

*10+ Years of experience predominantly in the areas of*

**PURCHASING|SALES| STORES MANAGEMENT**

* High-performing, results focused,**ShopIn Charge** with more than 10 years of experience in FMCG field and having a strong background in Sales &Purchasingas well as Storemanagement.
* Extensive experience of exercising supervisory control over plant personnel and providing guidanceand assistance to them.
* In charge of the general operations of a store, making sure it runs smoothly, cleanly and meets any budget or sales goalS.
* Implemented & followed standardized - Sales & Marketing methodologies, cost controls, and best practices to manage daily operations, prioritize resources, and develop creative solutions to broad issues.
* An effective communicator with excellent relationship building quality with strong analytical, problem solving & organizational abilities.Guide teams throughout project life cycle, applying advanced, training, and mentoring skills.

**EDUCATIONAL QUALIFICATION / CERTIFICATION**

* Bachelor of Economics from University of Calicut, Kerala, India

**SOFTWARE SKILLS**

* Operating Systems: *Windows*
* General Software: Microsoft office

**PROFESSIONALEXPERIENCE**

**SHOP IN CHARGE**

**KRAZ SUPERMARKET(PRESTIGE GROUP) ,SHARJAH January‘2011–Present**

The center of top quality service delivery to the customer & ensure to meet up with customers’ expectations. Responsibilities include general control over all activities in Stores Department such as managing the supermarket store, day-to-day sales and purchases, project management and stock-taking activities of the supermarket. Organized and experienced store in charge, expert in maintaining the flow of goods to ensure accurate merchandise inventory.

**Job Functions:**

* Responsible for overseeing all the activities that play out in the store
* Provide effective management and ensure the transformation of the supermarket.
* Deals with individuals with different needs on daily basis
* Improve profit and attain sales target of the supermarket
* Maintain store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
* Dealing with all issues relating to clients & forwarding difficult issues to top management for assistance.
* Recruit and interview new staff for the supermarket
* Assign and schedule tasks for specific employees and also follow up on the results they generate
* Recognize future and present requirements by customers
* Establish good rapport with existing and potential customers
* Maintain inventories and approve contracts to ensure consistent availability of the required services and merchandise
* Merchandising according to the season & the trend
* Initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
* Keeping good relation with the suppliers.
* Responsible for upkeep of various appropriate records of materials received, supplied and damaged.
* Issued supplies as per the demand of the clients and maintained records of payments.
* Maintained the budget of all the expenditures incurred.
* Checks damages, discrepancies for accounting, reimbursement and also the expiry of the materials
* Keeping the store in line with Health and Safety regulations.
* Handling Govt. related documents(Licence Renewal, Visa process, Building Lease)
* Responsible for the safety & Security of the shop

**MANGER**

**ROYAL PALACE SUPERMARKET, SHARJAH December ‘2008 – April ‘2010**

**Job Functions:**

* Receive, distribute and maintain adequate quantities of stocks at all times; Process purchase orders.
* Maintain optimal stock levels
* Review physical inventories periodically
* Maintain stock and consumption records.
* Ensure the cleanliness of the shop
* Properly arranging the shelves & racks
* Follows up on orders to ensure that materials are shipped and delivered on promised

Dates.

* Ensure the customer satisfaction
* Maintains records and follow up files of purchases, shipments, and related matters.
* Maintains files of descriptions of available supplies.
* Inspect products received for quality and quantity to ensure adherence to specifications.
* Maintains purchasing documents, files and records (e.g. Requests for Proposal, vendor files, etc.) for the purpose of ensuring the availability.

**FLOOR IN CHARGE**

**GRAND SHOPPING MALL(REGENCY GROUP) September ‘2004 – June ‘2008**

**Job Functions:**

* Responsible for ordering & maintaining the stock
* Work with the Store Manager to ensure the store is properly staffed at all times.
* Maintain record keeping accurately, documenting all necessary items
* Properly arranging the shelves & racks
* Merchandising according to the season & the trend
* Responsible for training on and enforcing all store policies and procedures
* Ensure the customer satisfaction&Resolve customer complaints in a timely and satisfactory manner
* Arranging the stocks from the warehouse on time.
* Inform the procurement department about the arrival of new products in the market

**PERSONAL PROFILE**

Date of Birth : 12th May 1978

Gender : Male

Religion : Christian

Marital Status : Married

Nationality : Indian

Visa Status : Employment Visa

Languages Known : English, Hindi, Malayalam

**DECLARATION**

I hereby declare that all the statements made above are true, complete & correct to the best of my knowledge & belief and also I bear the responsibility for the correctness of the above mentioned particulars.

**Sharjah SHOJI**