



SIJO JOHN

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OBJECTIVE

To Work in an open, exciting and professional environment having excellent growth prospects and contribute to the growth of the organization as well as myself by meeting or exceeding the organizational expectations. Seeking a challenging role with a reputed organization in Retail field.

ACCOMPLISHMENT

A hardworking person with a strong sense of co-operation and strict adherence to discipline and dedication. Enthusiastic and committed to maintain quality and efficiency. Fast learner, self-motivated, applying methods and technical updates in my day-to-day work with a high degree of attention and commitment to work.

WORK HISTORY



STORE MANAGER

**Safari Hypermarket LLC, Sharjah , UAE
(July.2020 – currently working)**

Job Description:

Sales and Customer Management

- Proposing and implementing action plans to develop sales for each product category.
- Ensuring the achievement of business goals and strategic projects.
- Ensuring the implementation and development of initiatives which develop further the clientele database of the store.

People Management and Development

- Managing store staff with the help of the Management and the Human Resources Department.
- Ensuring the development of motivation, sense of belonging and business involvement of the team.

Customer Service

- Ensuring all associates provide the highest level of customer service.
- Managing client database and utilize information to increase sales and client contact.

Store Image Management

- Ensuring correct interpretation and implementation of visual guidelines, keeping store employees up to date about visual issues, and ensuring that best sellers products are displayed, through a close cooperation with the Visual Display Team.

Store Operation Management

- Ensuring an economical and operational effective management of the store, in compliance with internal policies and procedures.
- Ensuring an adequate integration and optimization between front and back-office, by guaranteeing appropriate store resources coverage, and supervising logistics and stock management.
- Ensuring maintenance of inventory accuracy, in line with brand policies and procedures.

Human Resources

- Recruiting, training, and developing staff ensuring all positions are filled in a timely manner with qualified personnel.
- Continually evaluating the performance of each associate and provide constant feedback to ensure results.

Communication & Reporting

- Ensuring smooth and regular reporting and information to the Management on turnover, HR matters, accounting, client litigations, events etc
- Building and maintaining good communication with members of corporate office, mall office and other stores.



**Receiving & Ware house manager,
Safari Hypermarket LLC, Sharjah , UAE
(July.2019 – 2020 JULY)**

Job Description:

- Monitor the inventory level of store and do the stock adjustments for negative stocks
- Listing of items as per the agreement received from buying team
- Price changes – List to provide on daily basis to concerned departments to change the shelf edge label
- Inter department transfers to monitor
- Provides routine management data regarding inventory performance, which involves evaluating and monitoring cost of all items
- Based on suggested and computer-monitored order listings, performs regular cycle counts of inventory and assists in conducting yearly physical inventory counts.
- Creates daily reports to control the key critical areas of the stock system and address any discrepancy
- Overall managing of receiving,despatching and maintaining the Back store Planogram
- Maintain working procedures and expedite workflow by employee scheduling, optimum utility of services
- Safe inventory level need to be maintained in coordination with Inventory controller , purchase team and operations team
- Reporting Non-moving/Near expiry stocks and over stock to inventory ,Purchase and operations team
- Ensure all the invoices and GRV(Goods receipt Voucher) are made submit to accounts
- Ensure random checking of deliveries to ensure the quantity is as per invoice
- Train staffs on care to be taken and preservation method of received items and use of necessary equipment's
- Review records for information accuracy and compliance with established procedures
- Ensure and maintain log book on safe keeping of department assets
- Ensure write-off and return as per company norms and report the same to superiors
- Coordinate with HR and Admin department for renewal of Health cards for staffs
- Reporting the man power requirement to Showroom manager
- Daily briefing with supervisors and staff during pep talk sessions
- Checking staff grooming and punctuality
- Give training and proper guidance for the new employees
- Updating shift and punching of staff for the purpose of salary preparation
- ▪ To handle the receiving team efficiently



**Inventory & Receiving supervisor,
Safari Hypermarket, DOHA, QATAR
(june.2010 – 2019 July)**

Company Profile

SAFARI GROUP OF COMPANIES.

Safari is one of the fast growing business chains in Dubai & Qatar. The organization achieved a strong customer support within a short period of time. More than three thousands of employees are working in the organization.

Job Description:

- Taking the inventory of main store in each quarter to update the system (NAV)
- To put the numbering of shelves to be done.
- Ensure all stocks to be updated in system
- Usage of PDT to explain to all staff before each count
- Create the summary sheet mentioning each bay numbers and description
- Ensure whole store has arranged as per categories for an appropriate count
- Get the staff list from each stores who will attend the stock take
- Give the proper information to the auditor
- Proper guidance to be given to store managers to arrange the floor for count
- Top shrinkage and surplus lines to forward to concerned store managers to put on the comments/reasons for that.

- Monthly stock take to be done for all fresh food departments such as Fruit & Veg , Butchery , Fishery and Bakery.
- Creation of Vendors as per the company requirement
- Track the trolleys in stores weekly and to order as per the requirement.
- Provide the reports which required for the higher management.
- Non-moving items to check and highlight it to concerned buyers
- ageing stock report to provide to stores weekly.
- Top 50 selling lines to be provided to store management
- Tracking of PDT(Portable data terminal) scanners
- Telephone card tracking to maintain on daily basis
- Negative selling lines to highlight and forward to stores.
- DC stocks need to verify
- Brought the new procedure for receiving the stock in stores using PDTs.
- Incentive report to HR - to get the reports from store and verify it before passing to HR
- Solve the queries of Data entry staff from stores on booking errors in NAV

ACADEMIC QUALIFICATION

- BACHELOR OF COMMERCE IN COMPUTER ACCOUNT
- STATE BOARD OF VOCATIONAL HIGHER SECONDARY (COMPUTER APPLICATIONS)
- GOVT.BASIC TRAINING CENTER DIPLOMA IN HOTEL MANAGEMENT

COMPUTER SKILLS

MS Office applications MS Excel, MS Word, MS PowerPoint, MS Outlook)

Storekeeping & Warehouse management

PERSONAL PROFILE

Visa Status	:Residence UAE
Visa expiry	:06.03.2022
Passport No	:N2784638
Date of Issue	:18.01.2016
Date of expiry	:17.01.2026
Place of Issue	:Doha ,Qatar
Date of Birth	:25.05.1985
Gender	:Male
Nationality	:Indian
Marital Status	:Married
Languages Known	:English, Hindi, Malayalam and Arabic

AREAS OF SPECIAL INTEREST

Interested in playing Football.

POSITIVE ASPECTS

- To lead a team of workers
- Hardworking with proficiency and honesty
- Excellent in communication and inter-personal relations
- Confidence to take up new and challenging assignments

Reference:-

Available upon request.

Declaration: -

I hereby declare that the above given details are accurate to the best of my knowledge.

SIJO JOHN