

## VARGHESE THOMAS



### Contact

@ varghesethomas1160@gmail.com

+971 545463549

M02 Ismail Building, Burdubai, UAE

<https://www.linkedin.com/in/varghese-thomas-97226417b>

### Personal Details

Date of Birth : 04/08/1993

Marital Status : Married

Nationality : Indian

### Skills

• MS Word 80%

• MS Excell 80%

### Achievements & Awards

- Opportunity to attend the Insta Shop Training.
- Hygiene Training
- Attended Management Level Meetings
- HR Meetings
- Team Meetings on a weekly

### Languages

- English
- Hindi
- Malayalam
- Tamil

### OBJECTIVE

I am an enthusiastic person, a go-getter and a people person. I am passionate, hardworking and extremely driven. I have a post-graduation in Business Studies and am committed to display my abilities and knowledge.

### EXPERIENCE

#### 1: Geant Hypermarket (Urban Foods), Dubai, UAE. March 2020 – Present

Sales Associate

- Performed all functions regarding merchandising, receiving and stock related tasks.
- Managing and maintaining the company's product inventory including purchasing and distributing stocks.
- Answering to the client who are concerned about product and price.
- Worked process skills used was very top speed, multi-tasked and learned how to return orders.
- Assist customers in finding their choice of items or escort them to the right shelves
- Stock shelves following the supermarket's policies and make sure that any out-of-stock product is informed to the supervisor.
- Ensure that any damaged or expired products are reported and removed from shelves
- Attach pricing labels to items before placing them on shelves.
- Receive delivery of supermarket merchandise and make sure that all items are stored and stacked properly
- Keep a complete track of the number and type of sales performed each day
- Arrange delivery of large items to customers
- Ensure that any price changes put on items immediately and Provide sales training to new hires and assist them during the induction phase.

#### 2: Ali Hamdan Abdullah Al Farsi Trade, Muscat. August 2016 - September 2018

Sales Promoter

- To attract more business and to enhance the sales across the locality.
- Manage the cost in order to improve the profitability.
- Proper warehousing and documentation of the inventory.
- Perform inventory stock count on a monthly basis and to order when it reaches the reorder level.
- Accounting the invoices and the receipts relating to the Business.
- Tracking the Accounts payable and Accounts receivables.
- Monthly payroll accounting

### 3: Matha Daily Fresh Retail, Kerala, India. April 2015 to July 2016

-

Accounts Manager

- Issuing sales invoice to the cash and credit customers
- Handling of Cash and Bank on a daily basis
- Monthly tracking of Accounts Payables and Receivables
- Daily Inventory Management
- Handling monthly Staff Payroll
- Monthly preparation of Profit & Loss Reports
- Submission of Tax on time
- Monthly Cash and Bank Reconciliation
- Handling Procurement

---

#### EDUCATION

**Sankara College of Science and Commerce, Tamil Nadu, India**

Master's in business administration (MBA) Specialized in Human Resource (HR) and Marketing. (2013-2015)

**St. Thomas College, Kerala, India.**

Bachelor of Arts, Economics (BA) Specialized in Data Analytics.(2010-2013)

---

#### PROJECTS

**Satisfaction of managerial employees on performance appraisal system in Apollo tyres LTD, India (2015)**

---

#### ADDITIONAL INFORMATION

Passport No: N2029551

Passport expiry: 23/08/2025

Visa status: Employment visa (Freezone)

---

#### REFERENCE

Available on request. - ""