



PREEJITH P

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Address

Puliyakkadan House

Uppilikai Post

Neeleshwaram via

Kasaragod Kerala

Personal Details

D.O.B : 18-09-1988

Sex : Male

Nationality : Indian

Marriage status : Married

Languages Known

Malayalam : Mother tongue

English : Good

Tamil : Can speak

Hindi : Good

Arabic : Can speak

Professional Summary

Organized and experienced, expert in maintaining the flow of goods to ensure accurate merchandise inventory. Key skills and qualifications include: Accurate, superior written/oral communication and documentation skills. Having good knowledge and understanding in respect of Health, Safety and Environment. Behave honest, discipline, responsible, confidence, working hard & smart, fair, care, effective & efficient and foresight. Having good leadership, quick learner, strong character and high motivation to move forward.

Experience

Total 12 Years

➤ Assistant Branch Manager

**Express Ghayathi
Hypermarket
Abudhabi**

From Nov 2021 onwards

- Assisting the manager in organizing, planning and implementing strategy
- Coordinating retail store operations
- Ensuring store schedules and objectives are met by employee
- Coordinate daily customer service operations (e.g. sales processes, orders and payments)
- Track the progress of weekly, monthly, quarterly and annual objectives
- Monitor and maintain store inventory
- Evaluate employee performance and identify hiring and training needs
- Supervise and motivate staff to perform their best
- Coach and support new and existing Sales Associates
- Monitor retail operating costs, budgets and resources
- Suggest sales training programs and techniques
- Communicate with clients and evaluate their needs
- Analyze consumer behavior and adjust product positioning
- Handle complaints from customers
- Research emerging products and use information to update the store's merchandise
- Create reports, analyze and interpret retail data, like revenues, expenses and competition
- Conduct regular audits to ensure the store is functionable and presentable
- Make sure all employees adhere to company's policies and guidelines

➤ **Store Keeper**

**Express Ghayathi
Hypermarket
Abudhabi**

From Jan 2018 to Nov 2021

- Reviews Stock/inventory reports and uses specialized knowledge of goods to estimate needs and order appropriate quantities of standard and special order items, recommends and implements additions or deletions to standard stock items.
- Compares information on requisitions, invoices, and shipping notices to material received or issued to verify accuracy of order.
- Compiles and maintains inventory of materials received, stocked and issued.
- Prepares necessary forms or documentation for Inventory records, payment of invoices, and billing end user.
- Inspects, accepts, or rejects material received according to the condition of the Materials received and its specification.
- Marking identifying information on materials.
- Designating according to location of goods as warehouse Record Clerk (Clerical). To supervise material receipt, Unloading and placement place.
- Dispenses stock from storeroom by measuring, counting and/or cutting requested amounts requiring knowledge and experience handling the goods or materials; documents for Inventory and billing purposes.
- Confers with vendors to ascertain the most beneficial terms and prices for blanket and special orders. Follow company safety procedures.
- Receives equipment, materials, or supplies ordered verifying against specification on requisition or other documents.
- Count inventory periodically and reconcile with records and/or inventory tickets; perform annual inventory count and reconciliation; reports to auditors or designated departments; researches and resolves discrepancies.
- Stores materials, supplies, equipment, etc. according to weight, temperature, size, safety precautions or other concerns.
- Advises users/ customers regarding stock items or supplies suitable for needs using knowledge of and experience with goods or materials.
- Resolves problems or complaints presented by staff and users/customers.
- Keeps record of standard inventory, cost, prices and

quantity on hand
➤ **Cash Supervisor**

**Express Ghayathi
Hypermarket
Abudhabi**

From Aug 2016 Onwards

- Assigned employees to specific duties to best meet the needs of the store
- Introduces staff on appropriately handling difficult and complicated sales.
- Increased profits through effective sales training and troubleshooting profit loss areas
- Trained and developed new associates on POS system and key sales tactics
- Managed cashiers.
- Identifies poor work habits to improve process and effectiveness
- Counted down and balanced cash drawer at end of shift and locked safe
- Performed day to day supervisory duties in a busy midtown department store
- Handled voids, returns, cash in/cash out, coupon sales
- Assisted with store inventory process
- Learned how to do audit (count money for the entire day, combine for bank deposit, organize paperwork)
- Operated cash register and received payment by cash, check, credit cards, vouchers, or automatic debits.
- Assisted customers by providing information and resolving their complaints.
- Identified prices of goods and tabulate bills using calculators and ten key.
- Answered customers questions, and provided information on procedures and policies.
- Enrolled customers in the Kmart shop your way rewards program and signed customers up for sears cards.
- Kept records of items in layaway, received and posted customer payments.
- Answered customers telephone and directed customers to appropriate sales area.

➤ **Camp Administrator**

**Euro Emirates
LLC Dubai**

From Feb 2010 to Jan 2015

- Responsible for the entire camp a work force of 500 labors and 25 officers
- Maintaining documents related to Camp, Stores, Mess, and

laundry

- Manage labor accommodation which involves cleaning, maintenance occupancy in the camp, safety & security
- Ensure discipline in the camp
- Report workers staying in the camp/not reporting to duty on daily basis to HR along with the valid reason on each case.
- Daily camp checking, camp total details, daily reports & monthly reports sent to HR department.
- Handle all Location of rooms for new coming workers.
- Keeping updated records of all labors staying in accommodation.
- Responsible for the clearance of sewage water from septic tanks and garbage disposals.
- Handle immediate first aid and inform doctor in case of emergency

➤ **Office Administrator**

**Comfort
International
LLC Dubai**

From 2008 to 2010

- Administer and maintain daily front office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy
- Slashed cost of office supplies by 15% through negotiating prices with suppliers and maintaining appropriate stock levels to avoid shortages
- Create distribution agreement for the CEO in compliance with legal policies and procedures while sorting and distributing mails/calls to appropriate personnel
- Developed and implemented a well-organized filing system and introduced effective scheduling techniques.
- Control all office expenses and costs for 60+ employees, including quarterly report metrics for travel, expenses, and housing

Education

- **Higher secondary** (Humanities) during 2006
- **SSLC** in 2004
- **Computer Education**

Skills

- Good typing skill
- Data Entry
- Well knowledge in MS Office (Excel Word, Power point.)
- Time management

Declaration

I, **PREEJITH P** hereby declare that above furnished details are true to the best of my knowledge and belief.

PREEJITH P

