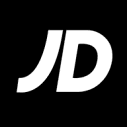
**CURRICULUM VITAE**

|  |  |
| --- | --- |
| SUJITH.K    **Personal Snippets**  **Address:** Karuvangattil  Palakkad (Dist) Kerala, India Pin : 679521  **Present ADD: Karama,**  **Near to ADCB Metro Station,Dubai,UAE**  **Mob** : +971559285670  **E-Mail** : [suji4545@gmail.com](mailto:suji4545@gmail.com)  **Date of Birth** : 27-11-1987  **Sex** : Male  **Nationality** : Indian **Marital Status**: Single **Language Known**: English, Tamil, Hindi & Malayalam  **Passport No: R6348452 Visa Status – Visiting Visa**  **Hobbies**   * Reading, Music, Sports and Driving   **Extracurricular**   * Representations in various inter school sports meets & Art Festivals.   **Personal Skills**   * Positive attitude. * Patient. * Motivate other members. * Having team work. * Being organized. * Good computer knowledge**.** | **Career Objectives** |
| I am a consistent, hardworking, highly motivated person. I enjoyed working with the public friendly. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment**.** |
| **Snapshot** |
| * Worked as an Executive Store Manager at **Mefroz. L.L.C**. Handling logistic coordinating and Man power. * Worked as a Sales & Marketing Head at **Cluster Technologies**. Kakkanad, Cochin, Kerala. India * Worked as a Supervisor at **JD Sports White City (UK)**. JD is the leading trainer and sports fashion retailer in the UK. * MBA Project on Modern Human resources planning and Development from Ethames Graduate School. * IELTS - British Council - Ban Score -7 |
| **Scholastics** |
| * Master in Business Administration - HR From : Sunderland University, UK - 2011 * Post Graduate Diploma in Management Science From : Ethames Graduate School, UK – 2010 * Bachelor of computer application   From : Barathiyar University, India - 2009   * H.S.E (Plus Two)   From : Kerala State Board - 2006   * S.S.L.C, Kerala State Board - 2004 |
| **Experience Schedule** |
|  |













Organization : **Mefroz L.L.C (Dubai, Abu Dhabi, RAK, Al Ain)**

Role : Executive Store Manager Duration : April ’01, 2016 to April’2018 ***Responsibilities:***

* Manpower Planning & Team Management.
* Achieving all development milestones and profitability goals.
* Coordinating & Monitor supply chain operations.
* Handle all payroll and bookkeeping function using ERP Software
* Daily - inventory controls & wastage control using ERP Software
* Supervise order and arranging stocking of raw materials & equipment to ensure they meet needs
* Maintain Vendor Relationship
* Plan & Track the shipment of products as per customer requirement.
* Marketing/Local Store Marketing – Internal and External
* Controlled Cost by Effectively Negotiating With Vendors and Quality Assurance
* Keep logs and Records of Warehouse Stock, executed orders. Doing Administrator related work
* Prepare Accurate Report for the Upper Management

Organization : **Cluster Technologies, Kakkanad, Cochin, Kerala, India**

Role : Sales & Marketing Head

Duration : January, 2014 to, September, 2015

# *Responsibilities:*

* Ensuring quality of service by developing a thorough & detailed knowledge of technical specifications. Also handling other features of employers systems, processes, & then documenting them.
* Understanding customers’ diverse, specific business needs.
* Identifying & developing new business through networking.
* Cold-calling in order to create interest in products & services.
* Generate new business leads & arrange meetings.
* Preparing & delivering customer presentations with demonstrations of the software.
* Marketing & promoting a portfolio of products by writing and designing sales literature.
* Communication with clients through mail and providing good service to the clients.
* Managing all the business activities of the company.

Organization **: JD Sports White City, United Kingdom**

Role : Supervisor

Duration : March, 2010 to, September, 2013

# *Responsibilities*

* Trains store staff by reviewing and revising orientation to products and sales.
* Evaluates competition by visiting competing stores.
* Attracts customers by originating display ideas and Promotes sales by demonstrating merchandise and products to customers.
* Helps customers by providing information.
* Prepares sales and customer relations reports by analyzing and categorizing sales information.
* Maintains quality service, professional and technical knowledge.
* Understanding the Customers by verbal Communication.
* Processing weekly rota, prepares reports and holiday request.
* Monitoring & reporting to senior managers on the effectiveness of strategies campaigns.
* Handling Inter Branch Transfer (IBT) and Stock handling.

**Computer Knowledge**

* MS Office & Data Entry Operation
* Adobe Photoshop CS5 & Adobe PageMaker 7
* ERP Software & Odoo Software

**Key Qualities**

* Ability to work in a team and good interpersonal skill.
* Keen interest & enthusiasm to learn new concepts and ideas.
* Strong troubleshooting and problem solving skills.
* Work well under deadlines & extreme pressure also willing to travel & taking-on new challenges.

**Declaration** I do hereby assert that, the information provided above is quiet genuine and flawless one to the best of my knowledge and belief.

Place : Duabi

Date : **SUJITH KARUVANGATTIL**