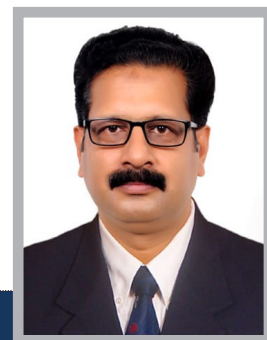


KB PRADEEP KUMAR
+973-35439799
krbpradeep@gmail.com



PROFILE OVERVIEW

- A competent professional in Retail Industry with 25+ years of experience in:
 - *Operations*
 - *Management.*
 - *Marketing.*
 - *Stocks management.*
 - *Import/Export.*
 - *Process Analysis*
 - *Purchase Management.*
 - *Store Management.*
 - *Production.*
 - *Monitoring.*
 - *Inventory Control.*
 - *Stock Management.*
- Perform general office duties, maintaining records
- Responsible for ensuring all transaction documentation is accurate, complete processed in a timely manner.
- Supervise a staff team and provide expert guidance leadership to more junior staff.
- Review invoices, reports and correspondence to make sure accounting records are accurate
- Maintain links with Clients for future projects.
- Good knowledge of basics of office executive
- To produce work within specified turnaround time.
- Knowledge of Sales & Service
- High level of customer interaction, with focus on speedy and exceptional customer service.
- Resolving customer requests & complaints.
- Giving training to new joiners
- Controlling back office, preparing daily reports, Updating Back Office manager all day to day activities, controlling/tracking all documents and keeping logs of all data.
- Handling in bond customer query regarding products.
- To collect daily report & sent to respective department or BackOffice.
- Supporting the marketing manager in day to day marketing activities.
- Plan, develop and deliver campaigns as agreed within timescales.
- Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives.
- Analysing potential strategic partner relationships for company marketing.
- Handling and Managing Accounts.

OBJECTIVE

To work with a leading company and to use my analytic thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

SKILLS SET

MANGEMENT

- Strategy
- Championing Initiatives
- Planning & Scheduling
- Decisions Making
- Managing Teams
- Reporting & Communication
- Managing Quality

IT & COMPUTER

- Internet.
- Mailing.
- Windows XP, Windows 7
- SAP
- Hardware
- Networking
- MS Office Package (MS Word, PowerPoint, Excel and Outlook)

REPORTING & COMMUNICATION

- Preparing Excel Reports.
- E-Mail Writing.
- Communicative.
- Manage & Prepare Documents.

PROFESSIONALISUM

- Confident, Energetic and a Quick Learner.
- Socialize well with people.
- Good analytical and Communication skills.
- A good listener & effective team worker.
- Ability to handle people diplomatically.

QUALIFICATION

BACHELOR OF ARTS

University of Calicut,

YEAR OF PASSING: 21/2/1992

Political Science and Indian History

CERTIFICATION

SYSCOMS COLLEGE, DUBAI

- “The Balancing Act “Managerial Enhancement Program-level 1
- “Rediscovering Yourself” Leadership Development Program Advanced-Part 1
- “The Balancing Act “Managerial Enhancement Program-level

EXPERIENCE

Organization name: NESTO HYPERMARKET BAHRAIN

Designation: MANAGER

Duration: 2019 – 2020

Organization Name: NANDILATH G MART ,KOCHI,KERALA

Designation: **MANAGER**

Duration: 2018 – 2019

Organization Name: MAX FASHION (LANDMARK GROUP), KOCHI,KERALA

Designation: **STORE MANAGER**

Duration: 2017 - 2018

Organization Name: LULU HYPERMARKET, DUBAI, UAE

Designation: **DEPARTMENT STORE MANAGER**

Duration: 2004-2017

Organization Name: LULU HYPERMARKET, DUBAI, UAE

Designation: **ASSISTANT MANAGER**

Duration: 1999 – 2004

Organization Name: LULU HYPERMARKET, DUBAI, UAE

Designation: **CUSTOMER SERVICE**

Duration: 1994 – 1999

Organization Name: LULU HYPERMARKET, DUBAI, UAE

Designation: **SALESMAN**

Duration: 1994 (3 MONTHS)

Currently working organization (Aljazira group, retail division FMCG)

Designation: **STORE MANAGER**

Duration: started from 12/08/2020

RESPONSIBILITIES

- Perform general office duties, maintaining records
- Responsible for ensuring all transaction documentation is accurate, complete processed in a timely manner.
- Supervise a staff team and provide expert guidance leadership to more junior staff.
- Review invoices, reports and correspondence to make sure accounting records are accurate

STRENGTH

- Easily Adjustable to new environment.
- Can work effectively in team, as well as individually.
- Fast learner and open to new challenges.
- Honest and good communication skills.
- Having strong desire to learn and passionate in my work.
- Friendly and helping nature.

PERSONAL DETAILS

Date of Birth : 20-02-1971(45 years)
Sex : Male
Nationality : Indian
Marital Status : Married
Languages known : English, Malayalam, Tamil, Hindi (beginner), Arabic(Basics)
Driving license : Uae & India
Address : Kunnathully House, West Mangad (Po), Kunnamkulam, Thrissur

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Date:

Signature: