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

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



- ➤ 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