

CURRICULUM VIATE



Saurav Subedi

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Objective

To obtain a position, that offers, opportunities for professional growth by using skills and knowledge gained from previous work and experiences and gives satisfaction in the field.

EXPERIENCE

Naseer Bin Khaleed & Sons Trading Co. (Megamart) Qatar .

- 6.5 years' experience in retail (Dec 2016 to July 2023)
- Started job in Megamart as Data Entry from (Dec 2016 to Apr 2018)
- Work As a Cashier Supervisor From April 2018 To August 2018
- Work As A Store Manager Assistant, Buyer, Data entry operator & Stock Planner From (Aug 2018 To July 2023)

JOB RESPONSIBILITY :- Data entry Operator

- Entered and updated large volumes of data accurately and efficiently into company databases and spreadsheets.
- Verified data for accuracy, competences and consistency across multiple systems.
- Managed confidential information with a high degree of discretion and integrity.
- Maintained records and log of work completed for audit and compliance purposes.
- Worked with Microsoft excel and data management tool to ensure organized and accessible data storage.

Technical Skills for Data entry operator

- Microsoft excel (Pivot Table, VLOOKUP, Data validation, Formula)
- Data Management systems (ERP)
- Data Entry Software (SAP)
- Typing speed and Accuracy (Best in 10 Key)

JOB RESPONSIBILITY :- Retail supervisor

- Monitoring and supervising all store operation like expiry checks, shrinkage control, price updating etc.
- Assisting store manager in day-to-day Store operations with focus in staff management retail operations and process management, product, pricing and promotion management

- Analyzing reports and implement necessary corrective actions on the floor to improve sales, shrinkage, inventory & Maintain availability
- Ensure To follow Quality health & Safety environment in store
- Maintaining RP Stock Weekly From our Warehouse availability.

KNOWLEDGE AND SKILLS

- Good knowledge in store operation standard.
- Good knowledge in people management, training coaching & develop team.
- Good knowledge in team building, fair management & clear plan with vision as per company requirement.
- Good knowledge in clear communication & provide constructive Feedback to concern stock holder.
- Good knowledge in competitor analysis.
- Good knowledge in budget and sales.
- Good knowledge in follow up any store operation issue.
- Good knowledge in identified store operation issue issues & quick short out.
- Good knowledge in “Give and Take” negotiation with business partner.
- Good knowledge in performing inventory.
- Good knowledge In SAP ERP report Analysis in Store

Qualification

- High school completed 2015 Mahakavi devkota H.S.S .
- Completed QHSE Training internal Company
- SAP Retail training in Internal Company
- Email etiquettes Training (Internal Company)

Computer and other Skill

- Microsoft Excel
- Microsoft Outlook
- Fast Typing Skills
- Independent Worker
- Quick learner
- Sap ERP retail Management

Personal Details

Name : Saurav Subedi
 Nationality : Nepali
 Date of Birth : 17 November 1997
 Marital status : Single
 Language Known: Nepali, English, Hindi

Hobby & Goals

- Playing Cricket, Watching Football & Watching Web series / Movies
- Always try To learn & grow Professionally & Personally

I hereby declare that the above information is true & correct to the best of my knowledge & belief.

Sincerely yours,
Saurav Subedi