**SHEKHAR J NAIKAR** 

|  |
| --- |
| **PERSONAL SUMMARY** |

**Contact:** **00 971 506851765, E-mail:** **naikar.sj@gmail.com****, Skype: 09324597765**

**Address: 805/R, Bait Al-Raffa, Al-Ghurair Bldg, Behind Royal Ascot hotel, Waleed Bin Khalid Rd. Dubai. UAE.**

An experienced professional who possesses the required level of retail management, know how to inspire, lead, develop and motivate junior staff. Thereby helping them to achieve outstanding results through passion, innovation, and support. Key quality includes good customer service, team building, waste & shrinkage control, inventory control, purchasing and innovation in product range. Also responsiveness in market trends as well as being able to give superb product knowledge and training to junior staff so that they deliver good service to the customer.

|  |
| --- |
| **PROFESSIONAL EXPERIENCE** |

**STORE MANAGER, MAF Carrefour – Abu Dhabi, UAE. May 2022 till May 2023.**

* Developing store strategies to raise customer's pool, expand store traffic and optimize profitability.
* Maintaining the store to ensure residents & visitors have access to necessary supplies.
* Maintaining Customer service.
* Maintaining cash control.
* Supervising employees and store operations.
* Handle all Purchase related processes, like raising Purchase request, Purchase

Order and other documentation.

* Handling online sale of Store products.
* Maintaining online product pricing and carryout promotional plans.
* Managing department inventory.
* Renting space in the shop to achieve enhanced business result.
* Coordinate with the Vendors to provide raw materials on timely basis.
* Maintain payment mode &pick up goods as per schedule with our vendors.
* Resolving disputes and claims with vendors and suppliers.
* Performing administrative work, Human resources work.
* Compiling all data & Reports from various departments.
* Continuously monitoring staff performance.
* Loss prevention: controlling perishable waste & shrinkage (Stock Loss or cash loss).
* Maintaining budget.
* Maintaining statically and financial records.
* Organizing merchandise and building displays.
* Ensure safety of the employee and store properties.
* Monitoring security cameras and walking around the store to prevent theft and fraud.
* To plan, order and process required products according to work plan to maximize sales and gross profit.

**Worked as a Freelance BDM with Skilliza ltd, (Mumbai, India) Since**

**May 2020 till Oct 2021.**

**BRANCH MANAGER: Al MAYA GROUP (Dubai), SINCE JULY2015 – AUG2019.**

* Developing store strategies to raise customer’s pool, expand store traffic and

 Optimize profitability.

* Maintaining the store to ensure residents & visitors have access to necessary supplies.
* Maintaining Customer service.
* Maintaining cash control.
* Supervising employees and store operations.
* Handle all Purchase related processes, like raising Purchase request, Purchase order

 and other documentation.

* Handling second party delivery app (Insta shop and El Grocer) for online sale of

 Store products.

* Maintaining online product pricing and carryout promotional plans.
* Managing department inventory.
* Renting space in the shop to achieve enhanced business result.
* Coordinate with the Vendors to provide raw materials on timely basis.
* Maintain payment mode &pick up goods as per schedule with our vendors.
* Resolving disputes and claims with vendors and suppliers.
* Performing administrative work, Human resources work.
* Compiling all data & Reports from various departments.
* Continuously monitoring staff performance.
* Loss prevention: controlling perishable waste & shrinkage (Stock Loss or cash loss).
* Maintaining budget.
* Maintaining statically and financial records.
* Organizing merchandise and building displays.
* Ensure safety of the employee and store properties.
* Monitoring security cameras and walking around the store to prevent theft and

 fraud.

* To plan, order and process required products according to work plan to maximize

 Sales and gross profit.

**Store Manager: NESTO Group (Dubai), Supermarket & Hypermarkets.**

**Sept 2013 – Dec 14.**

* Maintaining the store to ensure residents & visitors have access to necessary supplies.
* Maintaining Customer service.
* Maintaining cash control.
* Supervising employees and store operations.
* Performing administrative and Human Resources work.
* Handle all Purchase related processes, like raising Purchase request, Purchase

 order and other documentation.

* Ensure proper functioning of purchase department.
* Renting space in the shop to achieve enhanced business result.
* Managing department inventory.
* Develop and manage excellent working relationships with the suppliers.
* Coordinate with the Vendors to provide raw materials on timely basis.
* Maintain payment mode &pick up goods as per schedule with our vendors.
* Compiling all data & Reports from various departments.
* Resolving disputes and claims with vendors and suppliers.
* Continuously monitoring staff performance.
* Assortment Planning for Non-apparel & apparels.
* Loss prevention: controlling perishable waste & shrinkage (Stock Loss or cash loss).
* Organizing merchandise and building displays.
* Ensure safety of the employee and store properties.
* Monitoring security cameras and walking around the store to prevent theft and

 fraud.

* To plan, order and process required products according to work plan to maximize

 Sales and gross profit.

**Store In charge – Zawya Mart Supermarket, Al-Ghurair Group, (Dubai).**

**Since Jan 2011 – Mar 2013.**

* Maintaining the store to ensure residents & visitors have access to necessary supplies.
* Maintaining Customer service.
* Maintaining cash control.
* Performing administrative and Human Resources work.
* Handle all Purchase related processes, like raising Purchase request, Purchase

 order and other documentation.

* Controlling shrinkage.
* Renting space in the shop to achieve enhanced business result.
* Directs employees in stocking shelves, ordering new products, and determining

 price on items.

* Develop and manage excellent working relationships with the suppliers.
* Continuously monitoring, evaluating, and improving supplier performance.
* Maintaining records of supplier contracts, agreements, goods ordered received.
* Maintain payment mode &pick up goods as per schedule with our vendors.
* Compiling all data & Reports from various departments.
* Ensure the safety of the employee and store properties.

**Front Desk Executive-Hotel Ramada Plaza 4\* (Mumbai, India). Since**

**Feb 2010 to Jan 2011**

* Prepares and checks for VIP’s arrival and escorts guests to rooms.
* Checks cleanliness of lobby and public areas, lights and as well as front office

staff in proper and orderly appearance and behavior.

* Checks on registration cards of arriving guests and ensures all information should

be filled on each card.

* Assisting in sending VIP guest messages or faxes.
* Managing cash (i.e., cashiering), also handling foreign currency.
* Acting as a sale Executive (Room division)
* Taking care of guest check in & check outs.
* Taking reservation and pre-allocating the room.
* Co-ordinates with all departments concerned to maintain Front Office functions.
* Handles guest complaints and other related problems and reports to

Lobby Manager’s logbook.

**Customer Care Associate – Accenture & WNS Global Srv Pvt Ltd (Mumbai, India)**

**Jan 2008 – June 2009**

**Front Desk Executive – Prasanna Engineers & Fabricators, (Kalpak am),**

**Tamil Nadu June 2006 – Jan 2008.**

**Front Office assistant – Hotel Krishna Palace Residency 3\* (Mumbai, *India)***

**Feb 2005 – May 2006.**

**Front Office assistant – Hotel Rang Sharda 3\* (Mumbai, I*ndia)***

***Jan 2004 – Dec 2004.***

**ACADEMIC QUALIFICATION**

* **Hotel Mgmt. (2002-2003)**

St. Andrews Institute of Hotel mgmt. Mumbai, India.

* **Bachelor of Science (Major in Chemistry) (1998-2001)**

Ismail Yusuf College, Mumbai University. India.

**COMPUTER SKILLS**

* GIMA, JD, Sap, Oracle, IDS & Fidelio. MS Office Applications,

 Email & Internet.

**PERSONAL DETAILS**

**Nationality : Indian**

**Date of Birth : 20th Oct 1979**

**Sex : Male**

**Passport No. : N5933787.**

**Passport Expr Date : 28th Feb 2026.**

**Visa Status : Visit Visa.**

**Visa Expiry Date : 13th NOV 2024.**

**Languages Known : English, Hindi, Marathi & Tamil.**

**Place : Dubai, UAE.**

**Date : (Shekhar Jaganath Naikar)**

 **+971 506851765**