# jghjmn RWANDA.217599@2freemail.com

# RWANDA

**Career Objective:**

* To Pursue a career that keeps me challenged and gives me a chance to utilise my potential, to limits unknown to me
* Seeking a position to expertise my professional skills, while being able to build up strong interpersonal relations with my colleagues

**Personal Attitude:**

* Work smart and improvise frequently
* Willing to adapt to work environment as per the job profile
* Quick learner, and passionate about results

#### NCR Corporation INDIA June 2013- May 2014

# India Inventory Control Specialist

* Accountable for NCR Inventory in West region and ensuring proper inventory churns within 7 days
* Collaboration with Logistics Managers, Field Engineers and Warehouse personnel to track, recover and resolve inventory issues related to the west territory
* Daily reporting on Inventory value ($) by location, and Engineer inventory holding value
* Resolving discrepancies with regard to incorrect transactions, performing system adjustments when inventory transacted wrongly, and ensuring inventory integrity maintained at 99.25%
* Field Engineer inventory audits, and resolution of discrepancies reported
* Contributed ideas to improve collections from Field Engineers and achieved targets through speed of transactions being performed.
* Identified aging high risk inventory issues, highlighted to Management for assistance, and reduced risk through active participation.
* Process compliance issues addressed with Field Services Managers, transportation managers and warehousing partners.

#### Shop4Prop Ltd April 2011-July 2012

**General Administrative Executive**

* Co-ordinate & follow up for system reception of goods that arrive in Mumbai.
* Preparing Various Custom Documentation.
* On monthly basis carry out the stock reconciliation and sorting out discrepancies.
* Guide and support the sales team members to carry out Sales Documents.
* Assist in HR supporting work such as filing of leave records, job advertisement, conducting interviews.
* Creation of monthly performance reports and ensure full customer satisfaction by meeting customer requirements as per agreed timeline.

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| **Education** |

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| **Degree** | **University** | **Percentage** | **Year** |
| Bachelor of Arts  | Mumbai University | 2nd Class (Economics) | 2011-2013 |
| Higher Secondary Education | Mumbai University | 64% | 2009-2010 |
| SSC | Maharashtra Board | 68% | 2007-2008 |

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| **Productivity Tools** |

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| Inventory Management | Logistics Order Management, FITT-Cycle Count, Customer Service Management System |
| Storage | EDW |
| Office Tools | MS Word, MS Excel, MS PowerPoint |
| Operating Systems | Windows 7, Windows XP |

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| **Personal Details** |

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| Birth Date | 28 September, 1992 |
| Gender | Female |
| Marital Status | Single |
| Languages Known | English, Hindi |
| Personal attributes | Cooking, drawing, Photoshop, travelling, watching movies |
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