**CURRICULUM VITAE**

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**Assistant Stock Controller / Logistics**

**AVAILABLE IMMEDIATELY**

**PROFESSIONAL OVERVIEW**

**- Extensive experience in Logistics & Stock Controlling**

Looking for challenging and rewarding Logistics / procurement, in a private sector where prior experience, personal ability, and a commitment to professionalism would be of value, Position should allow for personal and professional growth commensurate with achievements.

**EMPLOYMENT SCAN**

**Company : Clarion events.**

**Role : Stock Controller Assistant**

**Duration : Jan 2014 – Jul 2015**

* Excellent organizaional and interpersonal skills.
* Excellent managerial skills
* Ability to produce quality result in time.
* Able to handle the junior staff and motivate them.
* Ensured correct allocation of resources to meet delivery schedules.
* Created a recording and reporting system.

Effective Co-ordination & Communication with Clients and Service providers for the timely completion of the Logistics activities

* Providing high-class business solutions to Clients, attending all their queries and requests promptly and to advise them apt solutions within time bound.
* Comprehensive strategies were planned and implemented at regular intervals to enhance the level of services to the Clients.
* Attend to all the incoming and outgoing correspondences and communication both internal and external, with timely and appropriate action.
* Keeping collaborative supplier relation to leverage supplier expertise for company benefit.
* Provide an effective transportation structure within the scope to enable an effective and efficient delivery service to be provided to customers and field service technicians operating remotely.
* Handling complex shipments.
* Develop a Supply Strategy & transportation infrastructure to enable the supply of materials to customers in a cost effective manner whilst minimizing lead times
* Prepare periodical reports, KPI reports and other Presentations (PPT, EXCEL) as required from time to time.
* Safe and accurate stock keeping using ERP.
* Responsible for managing own team. Works in line with overall guidelines and policies of the Division and the Company. Consults with Business Development Manager on critical issues.

**Company : Neelkant Marketing Services**

**Role : Sales assistant / Sales Promoter**

**Duration : May 2011– June -2013**

**Place : Hyderabad, India - 500053**

**Key Roles and Responsibilities:**

* Responsible for generating sales and achieving targets.
* Responsible for developing and maintaining customer loyalty through positive sales approach and excellent customer service.
* Responsible for taking out stock inventory and maintaining the merchandising
* Responsible for handling the customer feedbacks.

**ACADEMICS**

* **Master of Business Administration (M.B.A) – Osmania University, India.**
* **Bachelor of Commerce (B.Com) - Osmania University, India.**

**TECHNICAL SKILLS:**

|  |  |
| --- | --- |
| Software Packages : | Tally ERP9,Advance Excel  MS Office (word, power point, Excel) |
| Operating Systems : | All types of Windows |

**PERSONAL DOSSIER**

Date of Birth : 13th May 1989

Marital Status : Single

Languages : English, Hindi, Telugu and Urdu

Nationality : Indian



**Gulfjobseeker.com CV No:** **1493580**