##### **RESUME**

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## PROFESSIONAL OBEJECTIVE

Dedicated and ethical Inventory management Specialist is focused on implementation of appropriate control strategies to reduce loss through theft, fraud and errors. Possesses terrific attention to detail and is focused on inventory audits and informed approaches.

## AREAS OF EXPERTISE

* Logistic operations Fleet management
* Regulatory compliance Transportation management
* Budget setting Tracking stock
* Logistics outsourcing Corporate strategies
* Safety procedures Supply chain management
* Organizing shipments Warehouse management
* Legal compliance issues International logistics

## PROFESSIONAL EXPERIENCE

**CMC Limited (**A **TATA** Enterprise**) - November 2011 to February 2016**

**Designation: Logistics Incharge**

Responsible for all the inventory aspects on the site such as stock location and availability, replenishment control and inventory auditing. Also in charge of the accuracy of all data kept on the receiving, repairing, and shipment of stock.

**Roles & Responsibilities:-**

* Maintaining optimal stock levels to ensure timely availability of material.
* To keep record of each and every inventory inflow and outflow.
* Prepare and maintain document of daily activities and report to manager.
* Reviewing and evaluating weekly KPI achievement and producing an end of week spreadsheet
* Monitoring and tracking the flow of goods into the warehouse.
* Received goods deliveries and arranged for them to be logged and then stored for distribution later on
* Setting operational standards for all staff to follow.
* Monitored the performance of the warehouse staff
* To make a list of damages and do the necessary corrections accordingly.
* Putting forward recommendations for operational policy, procedures and goals.
* Creating and maintaining spreadsheets to report and analyze data.
* Maintaining effective business relationships with customers.
* Using scanning terminals, and professional fixed asset tracking software.
* Compared physical counts with electronic database figures to check for differences.
* Kept careful documentation of all incoming inventory.
* Sending RFQs (Request for Quote) to Vendors.
* Preparation of Comparative Statement for Vendor Quotations.
* Price negotiation with vendors & Entering into rate contract with vendors.
* Following up with vendors for the delivery of material
* Preparation of Goods Receipt and Inspection Report (GRIR).
* Managing excess and ageing stock.
* Preparation of Purchase Orders.
* Preparation of Delivery Challan’s.
* Updating Inventory System.
* Maintaining stock database through bins.
* Preparation of database of vendors payment
* Reviewing service levels on a continuous basis.
* Minimizing exposure to obsolete and excess stock.
* Presenting written reports and analyses to senior managers.
* Coordinating the shipment of goods from the warehouse.
* Sending reports and documents to customers.
* Investigating customer complaints.

## KEY SKILLS AND COMPETENCIES

* A methodical approach to figures and reporting.
* A solid understanding of inventory related best practice.
* Continually focused on driving down expenditure.
* Knowledge of national and international import/export.
* Knowledge of demand and supply planning.
* Ability to manage multiple tasks through effective prioritization.
* Eliminating obsolete and off-spec machinery, & reducing aging equipment
* Identifying and quickly resolving any stock discrepancies that may occur
* Strong organizational, analytical, self-management and goal setting skills.

## TECHNICAL SKILLS

* **Client OS**: Microsoft Windows 7, 8, 8.1.
* **Office Suite**: Microsoft Office(MS-Word, MS-PowerPoint, MS-Excel)
* **Tools**: helpdesk ticketing tool , SAP MM
* **Hardware**: Hewlett Packard Desktops, Laptops & LaserJet Printers (By Network and Local), and Motorola PDA’s.

## ACADEMIC QUALIFICATIONS

* Bachelor of Science form Osmania University(INDIA)

## ACHIVEMENT

* Received Three Appreciation Cash Awards for the excellent support provided to Customer Service Group in CMC Limited**.**

## Personal Details:

**Date of Birth :** 16th JAN, 1989

**Marital Status :** Single

**Nationality :** Indian

**Languages Known :** English, Hindi, and Arabic

**First Name of Application CV No:** **1696164**

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