

**MANU**

Email: manu-394330@2freemail.com

**Visa status:** Visit Visa

**Gender:** Male

**Nationality:** Indian

**DOB:** 04thNovember 1991

**Marital Status:** Single

**Languages known:** English,Hindi, Malayalam, Kannada & Tamil.

**MANU**



**CAREER OBJECTIVE:**

Looking forward to work with an innovative and dynamic organization, to explore my abilities and put it for productive use in the organization.

**KEY SKILLS:**

* Self-motivated and hard working with a high level of integrity to meet deadlines.
* Willingness to learn new skills.
* Ability to work under pressure.
* Ability to adapt to a fast changing work environment.

**EDUCATION QUALIFICATION:**

* MBA in Logistics, Supply Chain Management & Marketing from Hindustan College of Arts & Science (HICAS), Coimbatore. Affiliated to Bharathiar University, year of passing 2017 (64%)
* BBM in Marketing from St Claret College, Bangalore Affiliated to Bangalore University, year of passing 2015 (45%)
* 12th–Eswara Vilasam Higher Secondary School, Kottarakkara, Kerala, year of passing 2010 (65%).
* 10th–St. Mary’s Higher Secondary School, Kottarakkara, Kerala (SSLC), year of passing 2008 (64%).

**OTHER QUALIFICATION:**

Diploma in Logistics & Supply Chain Management from MIMS, Trivandrum, Affiliated to Scientific and Technical Education Development Council (STED).

**TECHNICAL SKILLS:**

* Basic Knowledge
* MS Office
* Tally
* Oracle

**WORK EXPERIENCE:**

Inventory Controller from March-2018 to July-2019 (1.4 years)

**DUTIES AND RESPONSIBILITIES:**

* Stock in charge
* Stock inward and Handover to Concept teams (APL, APM, APC, SM & LS) After concept conformation Inventory team inward the product in system.
* Outward the product to Warehouse (Logistics functions, Arrange transport, Preparing Bill, Gate Pass, taking E-way bills, Checking all the Documents and signature of Inventory, Concept Managers, Store Manager. Cross checking the documents and carton box Return ID with presences of Store Security Supervisor and Inventory in front of CC Camera.
* Perpetual Inventory (PI) (Scanning the Product, taking variance list, Cross checking the variance and make adjusting the system, then mailing(Outlook) to Business Manager and add Cc to ACM, TCM, SM, Inventory Head in Corporate and File all the Sheets for yearly audit (Top Sheet for PI, Checklist for PI, Variance list, Final adjusting Sheet with signature of Concept Manager, Inventory, Store Manager, Business Manager)
* Global Counting (GC)
* Transportations, Logistics functions, Supply Chain Management
* Report taking and filing daily three times for Cash counter checking and clear the product of deleted, suspended, cancelled, exchange transactions.
* Report taking and filing daily once for Cash counter checking and clear the product of cash refund, Manual discount, BM discount, C&C Report, RTS transactions.
* Report taking monthly once and collecting the Monthly damage Product and checking the damage of product, and make return to Warehouse.
* Daily, Weekly, Monthly updating the Wooqer before cut off time. (Audit Point)
* Every Inventory function are running through the SOP audit parameters Lifestyle International Pvt. Ltd. (Landmark Group)
* Coordinating & Managing 200 staff for the Inventory functions in 5 concepts.
* Mail checking and replying (Outlook)
* Loading charges updating daily and weekly sending the payment details to Man power team for clear the payment.
* Task oriented and priority works completion (Multi task process)
* Every Weekly & Monthly checking the all reports & files for finding the errors and clear it.
* Daily update the excel checklist for ensuring the completion the daily task.

**DECLARATION:**

I do here by declare that the above subjects I have mentioned are true to best of my knowledge and belief.

Date: MANU