



# ADARSH ASOKAN

## OBJECTIVE

Seeking a rewarding position within a progressive environment, involving high degree of responsibility, offering challenging assignments which will capitalize on my accumulated knowledge, skill and experience to

Provide an atmosphere for professional growth based on performance and accomplishments with matching monetary benefits

## WORK HISTORY

### GUIDEHOUSE (INDIA) Private Limited (Feb 2015 to Mar 2023) Process Associate (Techno park, Trivandrum). UAE

- ✦ Guide house is a leading global provider of consulting services to the public and commercial markets with
- ✦ Broad capabilities in management, technology, and risk consulting. Headquarters in Washington, District of Columbia.

### Al Maya Group, Dubai, United Arab Emirates Computer Operator Cum Procurement Assistant

(September 2009 to September 2014)

- ✦ Evaluate inventory level and notifying the store manager when re-order is necessary. Makes daily data entries for accurate inventory controls including receiving and disposal functions.
- ✦ Sorting and Creation of inventory items in accordance to bin locations, size, type, and product type on physical inspection. Link between the stores and back office and the accounting department.
- ✦ Maintenance & modification of the inventory. Plan and manage all the department's activities and ensure it provides support to stores for inventory needs. Monitoring product movements & ensuring stocks are being kept at optimum levels.
- ✦ Providing vital information about zero-moving & dead stock reports. Assisting in necessary remedial measures taken for clearance of dead stock.
- ✦ Manage and update devolution and return merchandise to supplier and follow up with supplier related credit note. Conduct and download weekly cycle counts of physical stock take. Checking the stock variance reports and assists in taking corrective measures
- ✦ Creating MIS reports as per requirement. Generate analytical reports, comparison sales reports, and stock movement reports, physical inventory results per season or monthly or yearly on request.
- ✦ Processing all commercial invoices, Lpo's, price list, credit notes. Preparing a GRN (goods receipt note) against the purchase order or invoice. Review of Purchase & out of stock report on daily basis. Checking & maintaining the margins of products as allocated by management
- ✦ Maintaining Point of Sales (POS) terminals support. Reporting to higher authorities on queries regarding sales. Ensuring the smooth running of the day to day operations
- ✦ Purchase Planning, Standards Determination & Specifications development. Supplier research and selection. Value analysis and financing, price negotiation and making the purchase
- ✦ Supply contract administration. Inventory control and stores. Disposal and other related functions.

## EDUCATION

Higher Secondary (Commerce) -2004  
Secondary Education -2002  
Electronic Mechanic from NCVT -2006

## COMPUTER KNOWLEDGE:

Diploma in Desktop Publishing(D. T.P)  
Photoshop & MS Office

## ACCOUNTING PACKAGES

J.D. Edward One world /J.D .Edward  
Enterprises 1(Oracle)

## DRIVING LICENCE

VALID UAE DRIVING LICENSE  
No-1747078

## SKILLS

- ✦ Ability to work with various departments to create a proper infrastructure for the business.
- ✦ Focused on meeting objectives within required timelines.
- ✦ Ability to handle several projects simultaneously.

## LANGUAGES KNOWN

- ✦ ENGLISH
- ✦ HINDI
- ✦ MALAYALAM

## CONTACT



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Dubai, United Arab Emirates

## PERSONAL DETAILS

**Date of birth:** 19.05.1987

**Nationality:** INDIAN

**Marital Status:** Married

**Passport:** S 5173701

**Visa** –Visit Visa