



AKSHAYA KUMAR

Inventory Controller cum Driver

Experienced Store In-Charge and Inventory Controller with nearly 8 years of expertise in material management and inventory control, particularly in the construction and interior design sector. Skilled in light vehicle driving and seeking new opportunities to apply my knowledge and skills in a dynamic organization.



WORK EXPERIENCE

ONE NATURE HOTELS RESORTS AND SPA

*Inventory Controller – Dubai, UAE and Tanzania, East Africa
August 2021 – Present (3 Years)*

ENVICON EMIRATES

*Store In-Charge/ Inventory Controller – Abu Dhabi, Dubai, UAE
May 2019 – July 2021 (2 Years)*

NAEL BIN HARMAL HYDROEXPORT (NBHH aka NCC)

*Material Controller - Abu Dhabi, UAE
June 2016 – May 2019 (3 Years)*

JOB RESPONSIBILITIES

- Managed and maintained an inventory of materials, particularly those related to interior design, ensuring optimal stock levels and timely procurement.
- Familiar with various materials such as furniture, fittings, textiles, lighting, and other interior decor items.
- Oversaw daily store operations, including receiving, storing, and issuing materials.
- Implemented inventory control measures to prevent stock shortages and losses.



akshaykumarch3@gmail.com



+971 56 641 1379



Dubai, UAE



PERSONAL DETAILS

Passport No. Y6366146
valid up to Aug 2033
DOB: 10-MAY-1994



TECHNICAL SKILLS

Software Proficiency

Microsoft Office, E
Promise Software, R3
Software, Omega
Software

Hardware Maintenance

Diploma in Hardware
Maintenance, Basic
Electrical related
Troubleshooting



LICENSES

UAE Driving License

LMV; License No.:
2469484 Valid up to April
2026

- Ensure compliance with project specifications, technical drawings, and applicable codes and regulations during the procurement and purchase request.
- Coordinated with suppliers and vendors to negotiate contracts, place orders, and ensure timely delivery of materials.
- Maintained strong relationships with key suppliers for quality and cost-effective procurement.
- Maintained accurate records of all transactions, stock levels, and inventory movement.
- Prepared regular reports on inventory status, stock discrepancies, and material usage.
- Led a team of store personnel, providing training and guidance to ensure efficient store operations.
- Delegated tasks and monitored staff performance to maintain high standards of work.
- Safely transported goods and materials to various locations, ensuring timely and accurate deliveries.
- Maintained vehicles in good working condition, performing routine checks and maintenance.
- Communicated effectively with clients and customers during deliveries, providing excellent customer service.
- Handled delivery documentation and payments, ensuring accuracy and accountability.



EDUCATION

JULY 2012 – APRIL 2015

DIPLOMA IN ELECTRICAL & ELECTRONICS ENGINEERING, GPTC PERIYE INSTITUTION,
KASARAGOD

JULY 2011

HIGHER SECONDARY EDUCATION, GOVT. HSS KUNDAMKUZHY, KASARAGOD

MARCH 2009

SECONDARY EDUCATION, GOVT. HSS KUNDAMKUZHY, KASARAGOD



CERTIFICATES

- Petrofac Permit Applicant – UAE & ADNOC Job Performer – UAE
- Offshore Oil field Safety Training at Emirates Technical & Safety Development Centre; Travel Safely by Boat (TSbB); Fire Safety; Basic H2S – Abu Dhabi



REFERENCES

- Eng Jyothis John – Project Engineer (Envicon Emirates) - +971 52 264 0278
- Eng Joji Thomas – Mech. Maintenance Eng. (Dubai Municipality) - +971 55 707 7893



DECLARATION

I hereby certify that the above-made statements are true to the best of my knowledge.