



Anish A Nair

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OBJECTIVE

Seeking a position as Storekeeper or Inventory controller where extensive experience will be further developed and utilised.

WORK EXPERIENCE

Fathima groups of Company

April 2012 – January 2014

Inventory Controller

- Assisted purchasing manager in monthly stock-takes.
- Progressed outstanding purchase orders with vendors for optimal stock availability.
- Processed and checked stock inbound and outbound deliveries, completing necessary paperwork.
- Documented returns, over-ordered or incorrectly delivered stock to avoid restocking charges.
- Raised and sent purchase orders to vendors using in house ERP system.
- Confirmed with vendors receipt of purchase orders.
- Investigated missing items, discrepancies and losses.
- Trained warehouse staff to maintain stock inventory.
- Carefully managed stock locations, selecting best-possible variables and container types to meet storage needs.

Fathima Groups Of Company

January 2014 – September 2018

Storekeeper

- Ordered stock to guarantee optimised economic value in line with financial restrictions.
- Generated custom store Key Performance Indicators, automating reports with ClearPoint to better monitor performance.
- Improved workflow efficiency by identifying and tackling shortfalls in existing receiving practices.
- Minimised costs by negotiating with suppliers and introducing process efficiencies.
- Tracked and reported on key KPIs to evaluate performance, including stock availability, sales and service levels.
- Minimised waste by 5% by correcting inefficiencies in stock management processes.
- Strengthened stock taking processes through automation, reducing inventory discrepancies.
- Handled staff payroll and holiday requests to support stable store coverage.
- Led monthly stock-take and inventory-count activities, resolving discrepancies.
- Trained staff to maximise sales and deliver on store targets.
- Monitored stock levels and wrote timely order supply requests to replenish merchandise.
- Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.

- Kept awareness of competitor activity and developed ideas to promote store.
- Challenged and inspired team members to achieve business results.
- Assisted in recruiting, hiring and onboarding store staff.
- Maximised profitability through efficient budgeting and identified opportunities for growth.

Sarkar Furnishing Fze Sharjah

January 2019 – November 2020

Inventory Controller

- Assisted purchasing manager in monthly stock-takes.
- Progressed outstanding purchase orders with vendors for optimal stock availability.
- Processed and checked stock inbound and outbound deliveries, completing necessary paperwork.
- Documented returns, over-ordered or incorrectly delivered stock to avoid restocking charges.
- Created databases and spreadsheets to improve inventory management and reporting accuracy.
- Maintained detailed administration and office procedures to improve accuracy and efficiency.
- Supported executive leadership and office staff by managing operational workflow.
- Gathered data to create Excel spreadsheets for budget and inventory management.
- Registered new customer account details in system.
- Generated weekly and monthly reports for managers.
- Photocopied, scanned and printed relevant data for manager.

Ainas Al Madina Hypermarket

September 2021 – April 2023

Storekeeper And Inventory Controller

- Documented returns, over-ordered or incorrectly delivered stock to avoid restocking charges.
- Maintained organised stockroom environment for quick picking.
- Completed shipping documents for speedy clearance of imported goods.
- Confirmed with vendors receipt of purchase orders.
- Processed and checked stock inbound and outbound deliveries, completing necessary paperwork.
- Assisted purchasing manager in monthly stock-takes.
- Raised and sent purchase orders to vendors using in house ERP system.
- Investigated missing items, discrepancies and losses.
- Carefully managed stock locations, selecting best-possible variables and container types to meet storage needs.
- Adapted to changing demands and seasonal trends.
- Managed stock rotations to balance inventory of perishable products and minimise wastage.
- Employed manual handling procedures to carry out safe stock counts.
- Tweaked loading and unloading procedures in collaboration with warehouse staff to maximise efficiency.
- Scrutinised transactions to locate root cause of database inaccuracies, implementing action to prevent reoccurrence.
- Followed stock adjustment procedures to correct inaccuracies in cycle counting activities.

QUALIFICATIONS

- 10Th High School
- 12Th Higher Sec. School
- B.Tech
- Uae Driving License (Light Vehicle Automatic)

INTERESTS

Music,Playing Watching Cricket.
Traveling