



## ANUSHAG C ASHOK

Inventory Management,  
Supervisor and Customer  
Support

## CONTACT



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com



Al Rashidiya, Dubai



INDIAN

## SKILLS

- Problem solving attitude
- Critical thinker and creative mindset
- Effective collaborator
- Clear and concise communication
- Time management
- Adaptability
- Persuasion, Dedication, Honesty

## CAREER OBJECTIVE

Seeking a challenging yet rewarding role where I can leverage my ability in strategic oversight and optimization of inventory to meet customer demand, minimize costs, and avoid overstocking or stockouts. Experience in overseeing the work of retail staff in a store environment monitoring employee activity, coordinating shipments and receiving the merchandise into the store alongside helping customers resolve issues as they arise.

## EXPERIENCE

- **M retails, Dubai, UAE**  
**March 2023 – Till Date**

### **Warehouse & inventory Management with Quality Control, Materials Receiving Supervisor & Customer Support**

- Receiving of items in a warehouse or backroom of a store, and ensures that the shipments are inspected, sorted and stored in the warehouse or stocked on shelves as needed. Keep up with invoices to make sure orders are correct.
- Inspect the levels of business supplies and raw material to identify shortages
- Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
- Record daily deliveries and shipments to reconcile inventory
- Use software to monitor demand and document characteristics of inventory
- Devise ways to optimize inventory control procedures
- Report to upper management on stock levels, issues etc.
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Analyse data to anticipate future needs
- Supervise quality checks on incoming and outgoing goods to ensure compliance with specifications and standards.
- Maintain accurate records of quality inspections, audits, and incident reports.
- Monitor picking, packing, and shipping processes to minimize errors and defects.
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Collaborate with warehouse employees and other staff to ensure business goals are met
- Listen to customer feedback and pass it on to the store manager. Keep customers informed about the latest discounts and special offers. Manage product returns.

<b>EDUCATION</b>
Graduated Diploma in Bio Medical Engineering from AWH Polytechnic college - 2016
<b>CERTIFICATIONS</b>
<ul style="list-style-type: none"><li>Developed a project on Infant Incubator monitoring System</li><li>Given a seminar on Bio Mechatronic Hand for Biometric System</li><li>Attended 15 days training on Biomedical Equipments at MIMS hospital, Calicut</li></ul>
<b>LANGUAGES KNOWN</b>
<ul style="list-style-type: none"><li>English</li><li>Hindi</li><li>Malayalam</li></ul>

➤ **Kannankandy Electronics, Kozhikode, India**  
**Jan 2021 – Feb 2023**

**Sales Executive**

- Assisting customers in selecting electronic devices and accessories that meet their needs
- Provide product information, demonstrate features, and ensure customer satisfaction while maintaining in-depth knowledge of current technology trends and inventory.
- Identify prospects, maintain customer relationships and identify ways to grow their sales figures

➤ **Chemmannur International Jewellery, Kozhikode, India**  
**Jan 2020 – Dec 2020**

**Sales Executive**

- Responsible for selling jewellery products, assisting customers with their purchases, and providing excellent customer service.
- Maintain product knowledge, display merchandise attractively, and stay updated on the latest jewellery trends.
- Understanding customer needs, delivering tailored product recommendations, and driving sales success while contributing to a vibrant and collaborative team environment

**DECLARATION**

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Anushag C Ashok