



UMAR FAROOQ B

Inventory Controller

Highly qualified Inventory Controller with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself. Inventory controllers, or stock controllers, manage inventory levels for businesses in a variety of industries, including retail, commercial, and industrial. They develop inventory management systems, maintain stock levels, and coordinate the logistics of orders and transfers.

Experience

2021 MAY - Current

Al Madeena Group
Dubai

Inventory Controller

- Invoice posting with 3-way matching, and invoice verification, purchase order verification and finally goods receipt note (system Monitoring) verification.
- Arranging the transportation of stock from warehouse to store for other branches
- Managing cash and credit invoices of all vendors
- Maintaining and entering records of purchase order and pricing reports
- Preparing stock adjustments weekly, monthly, quarterly and annually.
- Coordinating the logistics of purchase orders, stock transfers, deliveries and tagging
- Managing all inventory transactions individually
- Manage and maintain accurate inventory records and documentation
- Properly monitoring the received material and entering to system then forwarding to same accounts Payable
- Preparing Purchase order and forwarding to vendors.
- Conduct regular inventory audits to identify discrepancies and implement corrective actions
- Collaborate with cross-functional teams to optimize inventory levels and reduce costs

2020 January - 2021 May

Bharath Aluminium and Allied
Kasaragod, Kerala, India

Accountant

- Manage Financial Statements
- Handle monthly, quarterly and annual closings.
- Processing tax payments and returns
- Dealing with customers and clients via email and telephone.
- Manual entering and verification of customer records and orders.
- Assisting with the investigation and rectification of system errors.
- Manage Auditing (an independent check of an organisation's financial position)
- Experience with general ledger functions
- Prepare Journal Entries
- Verify Vendors and Customers Accounts

Skills

- Good communication and team building skills
- Quick learner and problem solving skill
- Push the team to achieve all the departmental goals
- Flexible and Adaptable Self motivated
- Dependable and Responsible
- Good decision making skill
- Punctuality

Declaration

I hereby declare that the facts given above are genuine to the best of my knowledge and belief.

UMAR FAROOQ B



+971 56 646 7806



farooqblr619@gmail.com



19-06-1999



Jabel Ali,
Dubai,
United Arab Emirates

Education

2020

Diploma in Professional Accounting

Sree Shankaracharya Computer center
Practical Account
Kasaragod, Kerala

2019

Higher Secondary

G.H.S.S Paivake Nagar
12th Standard
UPPALA, Kerala

Computer Proficiency

Tally

Peachtree

Tradeasy

MSEXcel/Word/Outlook

Gravity

Language

English

Hindi

Malayalam

Kannada

Tamil

Arabic

Passport Details

T8514611

Expires 09/09/29