|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * Efficient in Tally ERP, Microsoft Office * Efficient in Adobe Photoshop, illustrator * Accounting Knowledge * Computer Skills * Inventory Management * Analytical Thinking & Time Management * Smart working, Energetic & Enthusiastic * Collaboration and Communication   **EDUCATION**  **Bachelor of Commerce (Computer Application)**  MSM College Kayamkulam  Kerala University, Kerala, India  Sep 2019 – Mar 2022  Marks/ Grade – 71%  **PLUS TWO**  Vani Vidyalaya, Mumbai || MSBSHSE, Maharashtra, India  Jun 2014 – Mar 2015  Marks/ Grade – 57%  **HIGH SCHOOL**  Vani Vidyalaya, Mumbai || MSBSHSE, Maharashtra, India  Mar 2013  Marks/ Grade – 69%  **SKILLS**  English, Hindi, Malayalam, Tamil  Sharjah, United Arab Emirates  Remote learning language with solid fill  Cake with solid fill 03rd November 1997  shankarshantkumar@gmail.com  (971) 52-8610187 |  | |  | | --- | | Shankar Shantkumar | | **Jr. Accountant II Inventory Controller**  1 Year Experience (Outside GCC) | | **PROFILE** |   Detail-oriented and highly motivated accounting graduate with a solid foundation in financial principles, inventory management, and data entry. Possesses hands-on experience with basic accounting software (such as Tally, Excel) and a strong understanding of inventory control systems. Skilled in maintaining accurate financial records, reconciling accounts, and supporting day-to-day bookkeeping and stock management tasks. Known for strong analytical abilities, excellent organizational skills, and a commitment to accuracy and efficiency  Mr. |
|  |
|  | **CERTIFICATION**  **PROFESSIONAL EXPERIENCE**  **OBJECTIVE**   * Certification in Web Design and Animation, Animation & Visual Effects Engineering, Digital Imaging.   **Jr. Accountant cum Inventory Controller**  Wourecht Enterprises Pvt Ltd|| Kerala, India ||  Jan 2024 – Jan 2025  **Job Role:**   * Processing Invoice & Payment to Vendors * Managing and maintaining inventory levels to ensure stock availability while minimizing overstock and stockouts. * Support Salary Calculations & maintaining Employee Financial records. * Conducting regular stock counts and reconciled physical inventory with system records. * Analysing inventory discrepancies and implementing corrective actions to improve accuracy. * Support Senior Accountant in preparing Tax documentation * Preparing and Submitting regular inventory reports for management review. * Working closely with the procurement team to forecast demand and adjust stock levels accordingly. * Understanding inventory control techniques such as FIFO, LIFO and Just - in - Time.   Motivated and detail-oriented inventory and accounting professional seeking a challenging position in a reputable organization. Aiming to apply my knowledge in inventory control and accounting to drive operational efficiency and support organizational growth. Eager to contribute to a dynamic team and grow within a finance or inventory-focused role.in all aspects of financial and inventory management. |
|  |
|  |
|  |
|  |
|  |

* Nationality - Indian
* Marital Status – Single
* Religion - Hindu
* Visa status – Visit Visa expiring in Jul 2025
* Driving License - No
* Notice Period – **Immediate Join**

**PERSONAL**

**DECLARATION**

**REFERENCE**

Shall be provided upon request

I do hereby declare that all matters furnished above are correct to the best of my Knowledge & belief.

Place: Sharjah

Date: 31/05/2025 Shankar Shantkumar

Ms.