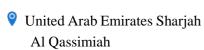
# SALMAN PUTHOOR



+971521896762

## Skills

Mycom Inventory

Dart pos

SAP

Microsoft Excel

Macro Excel Computer Hardware

Computer Hardware
Alcass scale system

Reference Abdul Rasheed pv - Amber

Hypermarket sharjah

Branch Manager pvrasheedknr@gmail.com +971 55 346 4101

Muhammed Musthafa - Shams Al

#### Qassimiah Supermarket Sharjah

Managing Director musthafamohd822@gmail.com +971 56 138 7779

## Languages

Malayalam

English

Hindi

## Objective

A Dynamic Receiving Clerk professional with a solid accounting exposure in UAE's leading hypermarket chain handling of sales reconciliation, receivable management, Inventory management, accounts Supervising and Staff management, Budgetmanagement and controls, assist in Vat Filling, and other tasks assigned.

### Experience

#### Amber Hypermarket Sharjah

#### **Receiving Clerk**

08-2017 03-2022

Amber

Receiving shipments and signing paperwork upon receipt

Monitoring inventory levels and replenishing stock as needed.

Inspect contents to ensure they are undamaged

Controlling of wastage of items by ensuring proper warehousing, clearance sale of near expiry items and making return to the suppliers

Controlling of negative margin by Fixing wrong price, wrong promotion of items.

Controlling of operational expenses as per the budget.

Handling and Maintain interbranch Stock transfer and Generate movement Report and update branchwaise inventory

Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases.

Conducting monthly inventory to monitor movements inventory.

Receiving Supplier Goods and Update Inventory System.

Reconciliation of required accounts, whenever needed.

Maintain good supplier and customer relation.

Contact supplier or shipper if a mistake is identified

Ensure invoices are signed and paid for satisfactory deliveries overstocking and out-of-stock (OOS).

Opens & Maintains customer accounts by recording account information

Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.

## Additional Information

Nationality: India

Passport NO: P5193338 Visa Status : Residence Visa Exp : 24/04/2024 DOB :11/03/1992 Notice Period: 5 Days

#### Shams al Qassimiah Supermarket Sharjah Receiving Clerk

04-2022 -Still

Working

orders and checking against stock and inventory records.

Coordinating stock counts.

Monitoring supplier performance and analyzing discrepancies.

Verify packages according to order and invoices (quantity, quality, price etc.)

Monitoring inventory levels and planning delivery schedules.

Creating reports and analyzing performance against key performance indicators.

Investigating supplier options

Ensure the store complies with outlined safety policies and procedures, as well as state and local health regulations

Controlling of wastage of items by ensuring proper warehousing, clearance sale of near expiry items and making return to the suppliers.

Controlling of negative margin by fixing wrong price, wrong promotion of items.

Maintaining and updating records of purchase orders, pricing reports, and inventory records.

# Education

# Indira Gandhi National Open University

**BCA** 

85%

#### **GHSS THUVVUR**

Higher secondary school

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