



SALMAN PUTHOOR

United Arab Emirates Sharjah
Al Qassimiah
+971521896762
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Skills

Mycom Inventory ★★★★★
Dart pos ★★★★★
SAP ★★★★★
Microsoft Excel ★★★★★
Macro Excel ★★★★★
Computer Hardware ★★★★★
Alcass scale system ★★★★★

Reference

Abdul Rasheed pv - Amber
Hypermarket sharjah
Branch Manager
pvrashedknr@gmail.com
+971 55 346 4101
Muhammed Musthafa - Shams Al
Qassimiah Supermarket Sharjah
Managing Director
musthafamohd822@gmail.com
+971 56 138 7779

Languages

English ★★★★★
Hindi ★★★★★
Malayalam ★★★★★

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, Budget management and controls, assist in Vat Filling, and other tasks assigned.

Experience

Amber Hypermarket Sharjah

Amber

Receiving Clerk

08-2017
03-2022

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 branchwise 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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