



Rajesh

+971 569930536

rk7722643@gmail.com

Industrial area no 1 behind City centre Sharjah al safeer
group of company accomodation

OBJECTIVE

Resourceful and quick-thinking SAP Inventory Controller with 3 years in warehouse and inventory management. Improves shipping and receiving efficiency and accuracy by applying strong leadership skills. Skilled and well-versed in warehouse operations, shipping and logistics. Exceptional organizational skills and strong attention to detail.

EXPERIENCE

03 Oct
2021 -
Till

- **Inventory Controller (fashion accessories division)**
Al safeer group of company's (UAE)
 - Undertake inventory and logistic activities as per company guidelines.
 - Perform critical inventory analysis in SAP to ensure accurate movement of stock.
 - Maintain updated and correct records of inventory, stock transfers and cycle counts.
 - Monitor product codes and troubleshoot quantity variances between physical stock and records.
 - Develop and advise improvements to existing operational procedures to the top management.
 - Respond to inquiries related to purchase orders; process orders for shipment.
 - Review weekly operations schedules and project requirements to ensure timely order fulfilment.
 - Manage KPI's by tracking accuracy rate of purchases and returns as well as damage items for quality control decisions.
 - Maintain positive relationships with suppliers/contractors and provide customer service as needed.
 - Accuracy and timeliness
 - Realistic production schedule
 - Quality checking
 - Inventory analysis

04 May
2016 - 31
Aug 2021

- **Position : Customer Service Associate**
Delhi Airport Parking Service Pvt Ltd
 - Cold calling with customers
 - Customer Handling
 - Ticketing Work with Indo-Canadian Bus Services
 - Generates accounting statements and reports.
 - Prepares journal entry
 - Handle Daily Cash & accounts
 - Used to do all the work of the company on evoxen, faac, designa, metro politan, epos software.

14 FEB
2014 - 15
APR
2016

- **Position : TATA MOTORS DTC operation as a STORE KEEPER & PURCHASE INCHARGE**
H.M. Motors Pvt Ltd
Purchase (Ordering, Follow-ups & Calling).
 - Maintain receipts, records, and withdrawals of the stock

- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
- Coordinate the handling of freight, the movement of equipment
- Work with relevant departments to manage inventory requirements facilitate timely placement of purchase orders
- Review purchase orders for proper authorization and compliance with organizational policy and procedures
- Manage risk relating to quality, cost, delivery and supply of purchases
- Develop and maintain strategic relationships with key suppliers and vendor Establish and update an approved vendor/supplier database.
- Used to do all the work of the company on Sap software.

26/05/2016
-
30/11/2020

- **Position : Senior Site Supervisor (Part time Civil Construction Work Supervisor & Store keeper)**

Om Prakash (Govt. Contractor & General Order Supplier)

- Works dispute to responsible person
- Labor Handling
- Material Inspection
- Daily Followup & next day planning
- Maintain receipts, records, and withdrawals of the stock
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
- INVENTORY MANAGEMENT
- Releasing Purchase Orders
- Delivery & Receiving
- Adjustments
- Production & Repacking
- Vendor Management
- IN-OUTGOING Management

EDUCATION

- | | |
|------|-----------------------------|
| 2011 | • CBSE
10th |
| 2013 | • CBSE BOARD
12th |
| 2021 | • IGNOU
B.A |

SKILLS

MS-Office (MS-Word, MS-Excel, MS-PowerPoint), SAP (success factors)



Reviewing order request



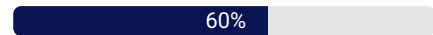
Answering phone calls



Vlookup, pivot table



Monitoring inventory levels



Keeping accurate inventory records



Communicating with vendors



LANGUAGES

- Hindi
- English

PERSONAL DETAILS

- Date of Birth : 29/11/1994
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Passport : U6024881
- Gender : Male
- Place : Sharjah (Uae)