

CURRICULUM VITAE



Harpal Singh

Inventory Assistant

Ras la Khaima, United Arab Emirates

Hsmehra199@gmail.com

+971 58 9154736

Professional Summary

Experienced inventory assistant maintaining inventory level across the company. KPI focused guarantees maximum fulfillment of sales orders. Collaborates closely with internal and external stakeholders. Uses exceptional communication and organizational skills to ensure timely inventory management, achieving operational goals. Accountable stock controller with expertise in inventory management, process auditing and demand forecasting. Excellent in categorizing and organizing stock.

Professional Skills

- Inventory Management
- Shipment handling
- Quality Control
- Records Management
- Stock Processing
- All over production
- Warehouse items receiving

Technical Skills

- MS Office
- SAP Business One (10.0)

Experience

- **Chocolala LLC – United Arab Emirates**

Inventory Assistant

Working in the workshop department of Chocolala Factory.

- ➔ Responsible for overall inventory management
- ➔ Shipping and receiving of all items
- ➔ Making of production order as per items in SAP
- ➔ Goods Receipt, GRN, GRV, sales order, Purchase order, Purchase request

*RAK, UAE
Oct 2022 – Present*

- **General International LLC - Ajman**

Store Assistant

- ➔ Responsible for overall store management
- ➔ Shipping and receiving of all items
- ➔ Sales order, goods issue related work in SAP
- ➔ Internal stock count and audit
- ➔ Goods Receipt, GRN, GRV, Purchase order, Purchase request

*Ajman, UAE
Mar 2017 – Sep 2022*

Education

- **Kolhan University, Jamshedpur India**
Bachelors of Commerce India
2017
- **AMB College, Jamshedpur India**
Intermediate (I.com)

Personal Information

Date of Birth	24-April-1997
Nationality	Indian
Marital Status	Unmarried
Religion	Sikh