

# MUHAMMED JASIL N

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## PROFESSIONAL SUMMARY

Reliable and detail-oriented Data Entry & Inventory Clerk with over 3 years of experience in inventory management, data processing, and administrative support. Skilled in maintaining accurate stock records, processing purchase orders, and ensuring timely data entry using MS Excel and inventory software. Recognized for strong organizational skills, accuracy, and the ability to thrive in fast-paced environments.

## SKILLS

- Inventory Control
- Data Entry
- ERP Systems
- Stock Reconciliation
- Purchase Order Processing

## PROFESSIONAL EXPERIENCE

### ● Inventory & Data Entry Clerk

**GRAND P C D TRADING (L.L)**, Dubai, United Arab Emirates. | January 2020 – March 2025

Accurately managed and updated inventory records for over 10,000 SKUs using ERP and spreadsheet tools, ensuring 100% stock accuracy and minimizing discrepancies. Processed daily data entries related to stock movements, deliveries, and returns, supporting smooth warehouse operations. Collaborated with the procurement and logistics teams to monitor stock levels and prepare inventory reports. Successfully reduced data entry errors by 30% through regular audits and process improvements. Played a key role in monthly stock reconciliation and contributed to a 20% increase in operational efficiency.

### ● Administrative Assistant (Inventory Support)

**GRAND P C D TRADING (L.L)**, Dubai, United Arab Emirates. | January 2020 – March 2025

- Supported inventory tracking by entering shipment and delivery data into ERP system
- Assisted with stocktaking activities and maintained up-to-date inventory logs
- Handled incoming orders and coordinated stock availability with the sales team
- Improved invoice accuracy and reduced data entry errors by 30%

## EDUCATION

**Higher Secondary Education** – P R Memorial Higher Secondary School, Panoor Kerala, India | 2016

**SSLC** – P R Memorial Higher Secondary School, Panoor Kerala, India | 2014

## CERTIFICATIONS

- Certification of Appreciation | Federal Authority For Identity Citizenship, Customs & Port Security

## LANGUAGE

English

Hindi

Malayalam