



## INVENTORY CONTROLLER

(Experience: 8 Years)

# VIJIN LAL PC

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## Skill Highlights

- Stock Management
- Monitoring Inventory Levels
- Organization
- Addressing Inventory Discrepancies
- Basic Hardware Trouble Shooter

## Languages

ENGLISH, HINDI, MALAYALAM

## Technical Skill

MS OFFICE, TALLY,  
ERP SOFTWARE

## Inventory Skills

- Communicating With Vendors
- Communicating With Data Entry
- Stock Adjustments
- Conduct Stock Taking Monthly & Yearly
- Logistics
- Purchase Orders
- Goods Receipt & Return
- Inventory Levels
- Different Departments
- Accurate Records
- Training New Employees of Data Entry
- Given Software Support to Forty Data Entry Operators

## Job Profile

Motivated Inventory expert seeks new position in dynamic, growth-oriented company focused on cultivating exceptional customer experience and a positive work environment. With experience handling transportation, shipment schedules and detail-oriented Inventory Control Specialist is able to utilize great stock management and auditing skills to control warehouse inventory. Possesses excellent computer skills and the knowledge of how to implement appropriate systems. Managing and maintaining the company's product inventory including purchasing and distributing stock, creating stock profiles and logging stock locations to customer. Has a Bachelor Degree in Commerce with cooperation and Eight years of Inventory Control experience.

## Experience

- |  |                        |
|--|------------------------|
| • <b>INVENTORY CONTROLLER</b><br>Emirates Park General Trading LLC | <b>2019 To Present</b> |
| • <b>INVENTORY ANALYST</b><br>Emirates Park General Trading LLC    | <b>2017 To 2019</b>    |
| • <b>INVENTORY EXECUTIVE</b><br>Golden Parco Supermarket           | <b>2015 To 2017</b>    |
| • <b>DATA ENTRY OPERATOR</b><br>Golden Parco Supermarket           | <b>2013 To 2015</b>    |

## **PERSONAL PROFILE**

Date of Birth: 03/05/1993

Nationality: INDIA

Gender: Male

Marital status: Married

## **PASSPORT DETAILS**

Passport No: L2844968

Date of Issue: 24/09/2013

Date of Expiry: 24/09/2023

## **Education**

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- **B Com: Kannur University**
- **Plus Two: Board Of Kerala**
- **SSLC: Board Of Kerala**

## **Declaration**

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I hereby declare that the above furnished details are true to the best of my knowledge.

**VIJIN LAL PC**