



Prabhdeep Singh



Contact – Dubai, UAE



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Skills

- Inventory Management Software
- FMCG inventory
- SAP Software
- Warehouse operations
- Stock management
- POS software
- Inventory Tracking Software
- Outlook
- Loss Prevention
- Inventory control
- Employee management shift scheduling in charge
- Operations management
- Merchandising and display management
- Brand positioning
- Store management
- Inventory Internal/External audits

Visa Status – Employment

- Valid till 01-Aug-2026

Education – Bachelor in Arts
Guru Nanak Dev University

Language – English, Hindi, Punjabi

Driving License – Under Process

Website Portfolio –

<https://www.linkedin.com/in/prabhdeep-singh-30451162/>

Professional Summary

Reliable Inventory Manager bringing expertise in receiving, storage and document management. Natural leader, communicator and problem-solver experienced in completing audits and submitting reports. Focused on keeping inventory current and at optimal levels. Reliable and Motivated individual. Applies training and problem-solving mindset to all assigned tasks. Eager to help improve and develop Customer experiences to increase revenue.

Work History

Sales/Store Coordinator 3-June-2024 – Currently Working
Italian Food Masters, Dubai, UAE

- Coordinated daily store operations to ensure seamless customer experiences and effective sales execution.
- Managed inventory levels, conducted stock checks, and ensured timely replenishment of products to avoid shortages.
- Acted as a liaison between sales teams and customers, addressing inquiries and resolving issues promptly.
- Processed sales transactions, tracked orders, and maintained accurate records of sales data and reports.
- Supported promotional campaigns and contributed to store merchandising to maximize visibility and revenue.
- Assisted in training new team members and ensured adherence to company policies and procedures.
- Monitored and achieved sales targets by analyzing data trends and strategizing action plans with the team.

Assistant Restaurant Manager, 01/2023-3/2024

Backyard Burger Restaurant

- Correctly calculated inventory and ordered appropriate supplies.
- Carefully interviewed, selected, trained, and supervised staff.
- Developed, implemented, and managed business plans to promote profitable food and beverage sales.
- Purchased food and cultivated strong vendor relationships.
- Analyzed sales data to identify trends and adjust purchasing decisions accordingly.
- Enhanced financial controls to minimize theft and loss risks, continuously maintaining accurate accounts and cash drawers.

Stock clerk 03/2017-11/2022

Kuwait Resource House

- Worked in a US Base camp in Kuwait
- Perform critical inventory tasks to ensure the correct amounts of items are in stock.
- Transportation and storage Oversee inventory and supply chain management according to company guidelines
- Maintain updated and accurate inventory records, including transfers and cycle counts

Reference – As per request will provide it

- Review documentation and monitor product codes to search for discrepancies
- Troubleshoot quantity discrepancies between stock and records
- Respond to sales inquiries and purchase orders
- Collect and analyze data to determine appropriate order quantities; process orders for shipment
- Review operations schedules and production requirements to ensure timely order fulfillment
- Track accuracy, purchase, and return rates as well as defective items to inform quality control decisions
- Prepare, generate, and file inventory reports; review reports monthly with management
- Nurture positive relationships with suppliers and provide
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock
- Performing regular stock checks and reporting any issues to the manager
- Maintaining and updating records of purchase orders, pricing reports, and inventory records
- Checking orders, bills, items received, inventory, and deliveries for accuracy
- Performing a daily inspection of the warehouse grounds
- Coordinating and maintaining fleets and equipment
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- Communicating and coordinating with other departments and customers.

FMCG Inventory and Warehouse Incharge 09/2011
08/2013

Hypercity Retail India Pvt Ltd.

- Maintaining inventory accuracy in the system and physically.
- Handle the inventory of the Whole section.
- As per Company Process, we are adjusting the stock inventory to maintain accuracy.
- Handling PICS every day for accuracy in system and physical stock.
- Doing SAV meetings daily, to pass out non-saleable goods from the system or physically.
- Doing Audits in pics or Global counts to check the physical stock is correct according to system inventory.
- Generating shrinkage report, to work to stop the shrinkage loss, internal or external.
- Audit the code management team to check if any expiry product available on floor.
- Generation of Negative inventory reports to work for accurate stock count as system inventory.
- Generate the Damage/Pedump reports to stop the losses of the store with miss handling internal or external.
- Audit checking with LP Loss Prevention Team to stop the Pilfrage

