



RIBU RAJU

INVENTORY CONTROL / DOCUMENT CONTROL



Profile

Experienced Inventory Controller adept at managing large-scale inventory operations. Skilled in organizing stock, monitoring stock movements and producing reports. Proven ability to maintain accurate records and ensure smooth operations



Work Experience

01/2022
-
04/2024

Al Madina Hypermarket

INVENTORY CONTROLLER / DOCUMENT CONTROLLER
Sharjah, UAE

- Responsible for managing all inventory control related activities.
- Prepared purchase orders and bid requests, reviewed orders to determine product types and quantities required to meet demand, arranged for processing and/or resale of products.
- Handled key inventory tasks and monitored for inventory discrepancies, reviewed existing inventory control practices and revised as necessary.
- Enhanced inventory reporting process by generating reports, recording quantity, type and value of materials, equipment, and stock-on-hand
- Analyze and improve systems to improve warehouse procedures.
- Worked closely in monitoring purchasing, costing and receiving departments to assure cohesive procedures are carried out daily.
- Monitored negative on-hand quantities within the companies to assure that they were adjusted in or out.
- Maintaining and organizing documents in an electronic filing system
- Ensuring documents are up to date and compliant with regulations
- Distributing documents to relevant stakeholders
- Providing document control support to project teams
- Tracking document revisions and updates
- Monitor document control activities and provide reports as required
- reviewing documentation to make sure it meets standards or requirements
- using database systems to manage and distribute documents in a digital format



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Present address

Sheikh Building
Building No - 40
Flat No C 08
Near Labour Office
Sharjah



Permanent address

Muruppel House
Mallassery PO
Pathanmathitta
Kerala, India



Passport Details

Passport Number: U2743774
Place of Issue: TRIVANDRUM
Date of Expiry: 02/02/2031



VISA Status

VISA Type: Visit VISA
VISA Validity: 27/08/2024

Language

English
Hindi
Malayalam
Arabic

Expertise

TCP/IP Protocol
Fiber Optics
LAN Network
Desktop Installation
CCTV Setup



Education

2016
-
2020

Musaliar College of Engineering and Technology

Electronics and communication Engineering
Pathanamthitta, Kerala, India

- Do research, design and develop electronic equipment used in different systems
- Conceptualise and design electronic equipment like radio, television, computer
- Plan and execute electronics and communication projects

2017
-
2019

R V H S School

Higher Secondary
Pathanamthitta , Kerala, India



Computer Knowledge

- Gravity Role Play
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Microsoft Teams
- Microsoft 365
- Any Desk



Skills

- Communication
- Problem-solving
- Time management
- Leadership
- Active listening skills
- Interpersonal skills
- Transferable skills