



RENJITH M MENON

ADMINISTRATION AND INVENTORY MANAGER

PROFILE

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- Ajman, United Arab Emirates

Accomplished and results-driven professional in retail administration and inventory management, bringing 17 years of extensive experience in store operations, supply chain management, team leadership, and administrative oversight. I am seeking a challenging role within a dynamic organization where I can leverage my expertise to optimize inventory processes, enhance operational efficiency, and drive business growth. My goal is to contribute to the organization's success by applying my comprehensive skills in inventory management, administrative functions, and strategic planning, while also advancing my career.

EDUCATION

MAHATMA GANDHI
UNIVERSITY, KERALA, INDIA

- Bachelor of Economics

EXPERTISE

- Retail Store Operations
- Administrative Oversight
- Inventory Management
- Supply Chain Management
- Warehouse Operations
- Supplier Management
- Loss Prevention

HARD SKILLS

- Inventory Auditing & Stocktaking
- Compliance Management
- Administrative Coordination
- Purchase Order Management
- Financial Reporting & Budgeting
- Stock Provisioning & Forecasting
- Vendor & Supplier Relations
- Planogram Implementation
- Cash Office Control Measures
- Process Optimization
- Disposal Management

WORK EXPERIENCE

Ajman Markets Cooperative Society

2020 - 2024

Inventory & Administration Manager

- Oversaw the administrative aspects of warehouse operations, including staff scheduling, record-keeping, and compliance with company policies.
- Managed overall inventory and reordering departments across three branches and one warehouse.
- Planned and executed stock counts, including Fresh Food Warehouse and main store inventories.
- Monitored consumption and managed monthly spoilage tracking and disposal processes.
- Initiated warehouse operations in July 2020, reducing inventory from AED 35.69M to AED 27.79M.
- Coordinated with branch managers and ensured proper inventory levels, preventing excess ordering.
- Managed supplier payments, monitored sales trends, and developed ageing stock liquidation plans.
- Facilitated administrative tasks related to inventory management, including the preparation of reports, analysis of inventory data.

Safari Hypermarket LLC, Sharjah, UAE

2019 - 2020

Receiving Manager

- Led the receiving and dispatching operations, maintained backstore planograms, and ensured inventory levels.
- Administered inventory management tasks, including the reporting of non-moving and near-expiry stocks to ensure compliance with company policies and reduce waste.
- Trained staff on handling and preservation methods, managed departmental assets, and maintained logbooks.
- Coordinated with HR and administration for staff health card renewals and manpower requirements.

EKK Group of Companies, Sharjah, UAE

2018 - 2019

Inventory & Administration Manager

- Conducted quarterly inventory audits and ensured accurate system updates.
- Developed procedures for stock reception using PDTs and managed shrinkage and surplus lines.
- Provided critical inventory reports and handled system queries, supporting data accuracy and management decisions.

SOFT SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Coaching

SOFTWARE PROFICIENCY

- Microsoft Office Suite
- SAP
- NAVISION (Microsoft Dynamics NAV)
- JDE (JD Edwards)

INVENTORY MANAGEMENT SYSTEMS

- Portable Data Terminal (PDT) Usage
- Goods Receipt Voucher (GRV) Processing
- Stock Adjustment Procedures
- Stock Liquidation Planning

PERSONAL INFORMATION

- Date of Birth: 08-Apr-1985
- Nationality: Indian
- Marital Status: Married
- Passport No: P2096496
- Visa Status: Residence
- Driving License: UAE Driving License

LANGUAGES

- English - Full Proficiency
- Hindi - Working Proficiency
- Malayalam - Native Proficiency

Spinneys Dubai LLC, Dubai, UAE

2011 - 2017

Stores Accountant & Operations Administrator

- Managed stock provisions, monitored inventory control, and generated weekly sales reports.
- Supported new store openings across UAE by managing administrative tasks and financial reporting.
- Coordinated with various departments, ensuring smooth operations and compliance with company standards.

Spinneys Dubai LLC, Dubai, UAE

2007 - 2011

Store Administrator

- Conducted in-depth analysis of Profit & Loss statements, managed stock wastages and shrinkages, and organized monthly inventories.
- Oversaw administrative functions, including the maintenance of operational records, staff scheduling, and compliance with company policies.
- Collaborated with various departments to address and resolve operational concerns, ensuring smooth store operations.
- Provided detailed financial insights and reports to senior management, aiding in strategic decision-making and financial planning.

ACHIEVEMENTS

- **Reduced Inventory Costs:** Successfully reduced the inventory value from AED 35.69M to AED 27.79M within nine months at Ajman Markets Cooperative Society by optimizing stock levels and implementing efficient inventory management practices.
- **Initiated Warehouse Operations:** Played a key role in launching warehouse operations at Ajman Markets Cooperative Society, which led to more streamlined inventory processes and improved stock availability across multiple branches.
- **Managed 60 Million AED Inventory:** Efficiently handled high-value stock, supporting Safari Hypermarket's successful UAE launch.
- **Enhanced Supplier Relations:** Improved supplier payment processes by efficiently managing stock issues and providing timely reports, which led to stronger supplier relationships and better payment terms.
- **Improved Stock Accuracy:** Led the implementation of new stock receiving procedures using Portable Data Terminals (PDTs) at EKK Group, which significantly enhanced inventory accuracy and minimized discrepancies during stock counts.
- **Successful Store Openings:** Contributed to the successful opening of new Spinneys stores across the UAE by managing crucial administrative tasks, including inventory setup, procurement of office supplies, and financial reporting.
- **Leadership in Replenishment:** Managed and trained a team of inventory and replenishment staff, ensuring seamless daily operations and achieving consistent stock availability across all branches at Ajman Markets Cooperative Society.
- **Administrative Excellence:** Administered comprehensive record-keeping and documentation processes, contributing to smooth departmental operations and adherence to company policies.

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief.

AJMAN, UNITED ARAB EMIRATES

RENJITH M. MENON