

# MUHAMMED ARSHAD

## Inventory Controller



### My Contact

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### Hard Skill

- Inventory Management
- Vendor Management
- Stock Controlling
- Problem Solving
- Document Controlling
- Ordering supplies
- Monitoring inventory levels & Reporting
- HR Assistance
- Visa , Staff recruitment & Payroll assistance

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Time management

### Education Background

- Bachelor of Commerce (Finance & Marketing)  
Calicut University

### Software Knowledge

- Microsoft Office (word/Excel/Outlook)
- Gravity ERP
- Gravity POS

### Languages

- English
- Hindi
- Malayalam

### About Me

Resourceful and quick-thinking Inventory controller with 4+ years experience in warehouse and inventory management. Improves shipping and receiving efficiency and accuracy by applying strong leadership skills: Inventory Management, Microsoft Office, Warehouse Management.

### Professional Experience

#### Express Al Madina hypermarket-Dubai

Al Madina Group -UAE

#### Inventory Controller & HR Coordinator

2021 – Present

Key responsibilities:

- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- Records purchases, maintains database, performs physical count of inventory and reconciles actual stock count to computer - generated reports.
- Receives, unpacks and deliver goods; re-stocks items as necessary and labels shelves & invoices for payment.
- Preparing and documents returns as required following established procedures
- Generating purchases and pricing reports, supply chain analysis, and inventory management systems.
- Prepare to ageing stock, dead stock, excess purchase and loss of sales, negative stock, below cost, month-end closing and year end closing reports.
- Stock Inventory and Stock adjustment, valuation of Stock movement and Creating reports & daily Sales Report Documentation & Updating.
- Assist with all internal and external HR related inquiries or requests
- Prepare monthly Payroll , attendance reporting, Visa processing

#### AL NIDHAL SPICES COMPANY-Oman

#### Logistics Co-Ordinator

2019-2020

Key responsibilities:

- Checking daily stock level in the store & Coordinating with the estimation department for the stock availability
- Coordinating with the dispatch for the timely delivery & Placing order for unit for which quantity is below the normal stock.
- Receiving LPO from the Sales Executives & Arranging the item as per LPO and arranging the load for delivery
- Receiving stock and issuing GRN to suppliers and entering the stock in the system & Managing sales return stock in the store issuing Debit Note
- Managing Inventory level and carrying out weekly cycle count & Coordination with packing suppliers for arranging timely supply for required packing materials.