

# F A J M A L . T

## Experienced Receiving In-Charge & LPO Coordinator

### 4+ Years in Hypermarket Operations | Expertise in Inventory Management & Supplier Coordination

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Results-driven Receiving Incharge and LPO Coordinator with over 4 years of experience in the retail and inventory management industry within the GCC region. Expert in overseeing receiving operations, managing inventory, and coordinating procurement processes with a proven track record of maintaining high-quality standards and organized records. Notable achievements include effectively managing large-scale inventory in a high-volume retail environment and negotiating favorable terms with suppliers to optimize stock levels and cost-efficiency. Adept at using SAP and MS Office applications, with a strong focus on operational excellence and supplier relations.

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## PROFESSIONAL EXPERIENCE

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**Nesto Hypermarket LLC, Sharjah, UAE • Receiving In-Charge** 2019 – 2022

- ▶ Streamlined all receiving processes, including unloading and sorting of high-volume deliveries, resulting in enhanced operational efficiency and reduced processing time.
- ▶ Conducted meticulous physical inventory counts, achieving 100% accuracy in stock reconciliation and preventing discrepancies in financial reporting.
- ▶ Implemented advanced record-keeping protocols, ensuring systematic filing and retrieval of reports and invoices, which improved audit readiness and compliance.
- ▶ Instituted rigorous quality and quantity checks during receipt of goods, leading to a significant reduction in product returns and supplier disputes.
- ▶ Automated the Goods Receipt Note (GRN) process, expediting documentation and reducing manual errors
- ▶ Developed robust procedures for vendor interaction, which enhanced the accuracy and timeliness of delivery schedules and inventory updates.
- ▶ Leveraged technology and best practices to improve overall receiving operations, contributing to a notable increase in operational throughput and accuracy.

**Nesto Hypermarket - Head Office, Kozhikode, Kerala, India • LPO Coordinator** 2022 - 2024

- ▶ Spearheaded the discovery and acquisition of new product lines, enhancing product assortment and driving a 20% increase in shelf turnover.
- ▶ Implemented data-driven inventory management strategies, reducing stockouts and overstock situations, which optimized inventory turnover rates.
- ▶ Fostered strong supplier partnerships, improving order accuracy and delivery times through effective communication and negotiation.
- ▶ Negotiated favorable terms and pricing agreements with suppliers, achieving significant cost savings and favorable contract conditions for the company.
- ▶ Conducted comprehensive market analysis to evaluate product quality and popularity, resulting in a more competitive product offering and increased market share.

- ▶ Streamlined inventory replenishment processes, reducing lead times and ensuring optimal stock levels across all product categories.
- ▶ Developed and implemented performance metrics for procurement activities, which enhanced transparency and accountability in the purchasing process.

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## EDUCATION

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**B.Com (Bachelor of Commerce)** • Madurai Kamaraj University, Madurai, Tamil Nadu, India

2019 – 2023

- ▶ Certificate in Sales Management and Strategy: Completed a 6-week course to hone professional sales skills, including a final paper based on practical case studies.

**Diploma in Civil Engineering** • Industrial Training Institute (ITI), Kerala, India

2016 – 2018

- ▶ Proficient in AutoCAD, allowing precise, to-scale drawings, easy layout and viewing, and accurate drafting.

**Higher Secondary Education (Commerce)** • Govt. Higher Secondary School, Vazhakkad, Kerala, India

2014 – 2015

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## KEY SKILLS

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- SAP HENA
- KANIX
- MS Office
- MS Excel
- Inventory Management
- Supplier Coordination
- Quality Assurance
- Operational Efficiency
- Data Analytics
- Strategic Purchasing
- Record-Keeping Systems
- Training and Development
- Supply Chain Optimization
- Negotiation Skills
- Process Improvement
- Cross-Functional Collaboration
- Logistics Management
- Automated Inventory Systems

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## PERSONAL INFORMATION

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Date of Birth : 31.03.1998

Nationality : Indian

Passport No : R6069539

Visa Status : Visiting Visa

Languages Known : English, Hindi, Malayalam