

# SARATH K

## INVENTORY CONTROLLER

Organized professional, precise Inventory controller supervisor and stock auditor to a leading Hypermarket Group. Contributing a major role for the solution of inventory related challenges and report to Top Level Management.



## WORK HISTORY

### 2016 - PRESENT

TOTAL WORK EXPERIENCE : 8 YEARS

## EXPERIENCE





### OCT 2022 - Present

ARJOMANDI GROUP OF COMPANIES, DUBAI

### Inventory Controller

- Periodical stock takes to the store outlets and generate shrinkage/variance reports and submit to accounts and Top Authorities.
- Weekly stock takes of perishable goods and update stocks as current and accurate.
- Prepare purchase budget and recommend the optimum quantities of supplies to purchase for budgetary control.
- Regular visit to Store outlet for conducting inspection and prepare reports to the authorities and take necessary actions.
- Reconciliation of inter-company transaction and provide proper instructions to the Data entry team to resolve transaction pending or corrective entries.
- Prepare and submit several reports like Inventory valuation, purchase & Sales intent, Sales and GP, Stock movements, Negative margin, wastages & damages, Promotion targets & Achievements, vendor performance etc.
- Control of all inter-company allocations and transfers.
- Prepare policies and guidelines for inventory division activities.
- Find out barcode offset issues or negative sale and resolve it by adjust with the corrective item or barcode.

## CONTACT

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## EDUCATION

### 2011 - 2013

**Mahatma Gandhi University**

Bachelor of Commerce

## PERSONAL DETAILS

DOB: - 19-Feb-1993

Nationality : India

Visa - Employment Visa

## HIGHLIGHTS

- Inventory Management
- Supply chain manage
- Store Inspection
- Accounts of Transactions
- ERP system work
- Reports & Data

## AUG 2020 - SEP 2022

CITY RETAIL HYPERMARKETS, EKK GROUP, SHARJAH

### Inventory Controller

- Periodical stock take to the store outlets and generate shrinkage and variance reports and submit to accounts head.
- Weekly stock take and revision of perishable goods and update stocks as current and accurate.
- Recommend the optimum quantities of supplies to purchase for budgetary control.
- Reconciliation of inter-company transaction and instruct to the Data entry team to solve pending and post corresponding entries.
- Conduct category wise stock take to branches for random inventory analysis.
- Prepare several reports like, Inventory valuation, Sales and GP, Stock movements, wastages & damages, Shrinkages, Promotion targets & Achievements, vendor performance etc.
- Control of all inter-company allocations and transfers.
- Prepare policies and guidelines for inventory divisional activities.
- Update Power BI based on Monthly sales, GP and its achievements.

## NOV 2016 - MAY 2020

SANFORD MIDDLE EAST DWC, DUBAI

### Inventory Controller

- Consistently over saw inventory control, ordering, storage management and site monitoring.
- Maintaining accurate inventory counts by conducting weekly vendor.
- Performed inventory adjustments to facilitate cycle counts and physical
- Collecting requirements from branches.
- Submitting inventory reports to purchase Manager.
- Reporting product movement and market analysing reports to Directors and Managers.
- Assist in managing weekly order status reporting.
- Preparing and Consolidating the Global sales report.

## SOFTWARE SKILL

- Gravity
- Sap
- Microsoft Navision
- MS office

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

## DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

UAE

SARATH K