



Mr.

**Shankar Shantkumar**

**Jr. Accountant II Inventory Controller**

1 Year Experience (Outside GCC)



Sharjah, United Arab Emirates



(971) 52-8610187



shankarshantkumar@gmail.com



03<sup>rd</sup> November 1997



English, Hindi, Malayalam,  
Tamil

## EDUCATION

### Bachelor of Commerce (Computer Application)

MSM College Kayamkulam  
Kerala University, Kerala, India  
Sep 2019 – Mar 2022  
Marks/ Grade – 71%

### PLUS TWO

Vani Vidyalaya, Mumbai || MSBSHSE,  
Maharashtra, India  
Jun 2014 – Mar 2015  
Marks/ Grade – 57%

### HIGH SCHOOL

Vani Vidyalaya, Mumbai || MSBSHSE,  
Maharashtra, India  
Mar 2013  
Marks/ Grade – 69%

## SKILLS

- Efficient in Tally ERP, Microsoft Office
- Efficient in Adobe Photoshop, illustrator
- Accounting Knowledge
- Computer Skills
- Inventory Management
- Analytical Thinking & Time Management
- Smart working, Energetic & Enthusiastic
- Collaboration and Communication

## PROFILE

Detail-oriented and highly motivated accounting graduate with a solid foundation in financial principles, inventory management, and data entry. Possesses hands-on experience with basic accounting software (such as Tally, Excel) and a strong understanding of inventory control systems. Skilled in maintaining accurate financial records, reconciling accounts, and supporting day-to-day bookkeeping and stock management tasks. Known for strong analytical abilities, excellent organizational skills, and a commitment to accuracy and efficiency

## OBJECTIVE

Motivated and detail-oriented inventory and accounting professional seeking a challenging position in a reputable organization. Aiming to apply my knowledge in inventory control and accounting to drive operational efficiency and support organizational growth. Eager to contribute to a dynamic team and grow within a finance or inventory-focused role in all aspects of financial and inventory

## PROFESSIONAL EXPERIENCE

### Jr. Accountant cum Inventory Controller

Wourecht Enterprises Pvt Ltd || Kerala, India ||  
Jan 2024 – Jan 2025

#### Job Role:

- Processing Invoice & Payment to Vendors
- Managing and maintaining inventory levels to ensure stock availability while minimizing overstock and stockouts.
- Support Salary Calculations & maintaining Employee Financial records.
- Conducting regular stock counts and reconciled physical inventory with system records.
- Analysing inventory discrepancies and implementing corrective actions to improve accuracy.
- Support Senior Accountant in preparing Tax documentation
- Preparing and Submitting regular inventory reports for management review.
- Working closely with the procurement team to forecast demand and adjust stock levels accordingly.
- Understanding inventory control techniques such as FIFO, LIFO and Just - in - Time.

## CERTIFICATION

- Certification in Web Design and Animation, Animation & Visual Effects Engineering, Digital Imaging.

## PERSONAL

- Nationality - Indian
- Marital Status – Single
- Religion - Hindu
- Visa status – Visit Visa expiring in Jul 2025
- Driving License - No
- Notice Period – **Immediate Join**

## REFERENCE

Shall be provided upon request

## DECLARATION

I do hereby declare that all matters furnished above are correct to the best of my Knowledge & belief.

Place: Sharjah

Date: 31/05/2025

Shankar Shantkumar