

# SHOHAIL SHAIKH

Inventory Controller

Al Hayl , Fujairah, UAE •

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## OBJECTIVE

Looking to secure a position at a fast-paced organization where my skills can be fully utilized and aiming to secure an Inventory oriented role where I can utilize my knowledge of Retail inventory operations and data entry to ensure precise stock management and support the company's logistical needs.

## PROFESSIONAL EXPERIENCE

### **Palm Discounts Group – Fujairah, UAE**

*Inventory Controller , November 2020 – Present*

- ✓ Manage incoming and outgoing shipments through warehouse and supermarket.
- ✓ Maintain accurate records of inventory, supplier information, purchase orders and pricing reports.
- ✓ Performing regular stock checks and reporting any issues to the supervisor
- ✓ Maintain utmost discretion when dealing with sensitive topics
- ✓ Preparing labels and tag for the shipment.
- ✓ Maintain accurate inventory records, utilising industry leading ERP software to properly track and allocate material resources.
- ✓ Use Microsoft word and other software tools to create documents and clear communication
- ✓ Registered new products and price in ERP software and maintain proper record in Dropbox.
- ✓ Processed invoices and payments using accounting software.
- ✓ Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.

### **Reliance Jio Infocomm Limited – Mumbai, India**

*Assistant Store Manager , September 2017 – February 2020*

- ✓ Generating sales for various brands. Managing and helping store manager to resolve issues related to store operation..
- ✓ Stock management on SAP. Maintain stock inbound & outbound on SAP
- ✓ Product pricing and merchandising displays
- ✓ Assisted customers with product selection, recommending associated items to increase transaction value.
- ✓ Operated cash registers with accuracy and processed cash and card.

## EDUCATION

**MUMBAI UNIVERSITY – Mumbai, India**

*HSC-2019*

*Undergraduate in Commerce*

## ADDITIONAL SKILLS

- ✓ Expert in Microsoft Office, with a focus on Excel
- ✓ Frequent with ERP Software