



# VIPIN GOPI

INVENTORY CONTROLLER

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Kerala, India

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## ACADEMIC CREDENTIALS

- 2009 - 2011 **MASTER OF BUSINESS ADMINISTRATION (MBA)**
- SERT College
  - MG University
- 2004 - 2007 **BACHELOR OF COMMERCE**
- D.B Pampa College-Parumala
  - MG University

## COMPUTER PROFICIENCY

MS Excel/Word ★★★★★

Tally Prime/Tally ERP9 ★★★★★

SAP FICO ★★★★★

## PROFESSIONAL SKILLS

- Inventory management
- Financial Analysis
- Budget Management
- Financial Reporting
- Accounts Payable
- Accounts Receivable
- General Ledger Maintenance
- Bank Reconciliation
- Cash Handling
- Transaction Processing
- Auditing
- Tax Preparation
- Payroll Processing
- Invoice Management
- Financial Software Proficiency
- Compliance Knowledge
- Book keeping
- Point of sale systems
- Warehouse Operation

## PROFILE SUMMARY

Experienced Inventory Controller with over 4 years of specialized knowledge in inventory management and supply chain optimization. Proficient in utilizing inventory management systems, conducting demand forecasting, and overseeing procurement processes. Skilled in performing audits and analyzing data to mitigate stockouts and minimize overstock situations. Equipped with strong analytical and communication abilities, poised to contribute to organizational success.

## KEY SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

## EMPLOYMENT CHRONICLE

**ACCOUNTANT** | Apr 2021 – Feb 2024

VISMAYAM INTERIOR & EXTERIOR GROUP, KERALA, INDIA

### KEY RESPONSIBILITIES

- Handle and accurately post incoming cash to appropriate bank accounts.
- Respond efficiently to and resolve inquiries regarding invoices and payments.
- Reconcile payments with bills to maintain accurate financial records.
- Utilize accounting software proficiently to manage financial transactions.
- Pay close attention to detail and identify/address discrepancies in financial records.
- Prepare financial reports and statements to support decision-making.
- Ensure compliance with financial regulations and requirements.
- Prioritize tasks and meet deadlines with excellent organizational and time management skills.
- Communicate effectively with team members and clients.
- Assist in budgeting, forecasting, and financial planning.

## LANGUAGES KNOWN

English	<div><div></div></div>	100 %
Malayalam	<div><div></div></div>	100 %
Hindi	<div><div></div></div>	85 %
Tamil	<div><div></div></div>	85%

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

### INVENTORY CONTROLLER | Jan 2017 – Jan 2021

HARMAN HOUSE L.L.C., DUBAI, UAE

#### KEY RESPONSIBILITIES

- Take inventory and maintain minimum stock levels.
- Perform end-of-month inventory counts and reconciliation.
- Maintain updated and accurate inventory records, including transfers and cycle counts.
- Collect and analyze data to determine appropriate order quantities.
- Implement and maintain inventory management systems and procedures.
- Identify and resolve discrepancies in inventory records.
- Utilize inventory management software and tools.
- Pay attention to detail and prioritize tasks to meet deadlines.

### ACCOUNTANT | Apr 2014 – Dec 2016

CONSTRUCTION CO-AL AKHIL GEN. CONT, ABU DHABI, UAE

#### KEY RESPONSIBILITIES

- Provide financial analysis and recommendations to facilitate decision-making.
- Coordinate with internal teams and external auditors during audit procedures.
- Utilize accounting software and tools to streamline processes and enhance efficiency.
- Stay updated on changes in accounting regulations and standards to ensure compliance.
- Communicate financial information clearly to stakeholders, verbally and in writing.
- Participate in special projects or initiatives assigned by management.

### CASHIER | Jan 2012 – Oct 2014

PRIVATE TEXTILE GROUP, KERALA, INDIA

#### KEY RESPONSIBILITIES

- Handle cash transactions and deliver exceptional customer service.
- Manage various transaction methods, including cash, checks, and credit cards, while addressing customer inquiries and complaints.
- Guide and resolve customer queries and complaints effectively.
- Maintain daily, weekly, and monthly transaction reports.
- Count and sort coins and currency accurately.
- Scan and verify prices on products.


### ASSISTANT ACCOUNTANT | Dec 2011 – Feb 2012


FINANCE GROUP, MANAPURAM, KERALA, INDIA


#### KEY RESPONSIBILITIES

- Post credit and cash invoices and reconcile accounts.
- Assist in finalizing year-end statements according to accounting standards.
- Provide periodic financial performance and management information system reports to aid senior management in decision-making.
- Maintain receivables accounts and update them regularly.
- Prepare cash and bank vouchers, profit and loss accounts, and balance sheets

INTERESTS

  
Songs

  
Travelling

  
Reading

REFERENCE

- Available upon request

ACCOUNTANT | Apr 2007 – Feb 2009

M/S ACCOUNTS (ACCOUNT CONTRACTORS), KERALA, INDIA

KEY RESPONSIBILITIES

- Manage both manual and computerized accounting systems and procedures.
- Maintain and oversee accounts, including general ledger and sub-ledger entries, up to finalization.
- Prepare year-end schedules and accounts for audit purposes.
- Ensure compliance with tax regulations by filing sales tax returns.

PERSONAL DOSSIER

Gender : Male  
Date of Birth : 02-01-1986  
Nationality : Indian  
Passport Number : S6673133

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

VIPIN GOPI