



Beldona Bhageeratha

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OBJECTIVE

To seek a responsibility position where my technical skills in the field of inventory management and superior work ethics will add maximum value to the organisation.

EXPERIENCE

01-12-
2021 -
15-03-
2024

- **Store in-charge**

Maiblue purification of potable water LLC.Dubai.

- Maintaining accurate records of inventory levels, including tracking stock movements, conducting regular stock counts, and reconciling discrepancies.
- Receiving incoming goods, verifying their quantity and quality, and organizing their storage. Dispatching materials to out side as per requisitions.
- Organizing and maintaining the storage area to ensure efficient use of space and easy access to materials.
- Handling materials with care to prevent damage and ensure their integrity throughout storage and transportation.
- Communicating with suppliers to place orders, track deliveries, and resolve any issues related to the quality or timing of deliveries.
- Making GRN in ERP as per received report and purchase order.
- Inspecting incoming materials for quality and compliance with specifications, and ensuring that only approved materials are accepted into stock.
- Submitting monthly inventory report.

22-06-
2009 -
30-06-
2020

- **Store executive**

Tata motors CVD (Dealers).India.

- Receiving the store items as per materials requisition and purchase order.
- Inspecting the received items and making the Inspection report.
- Marking stock items using identification tags, stamps or other labeling equipment.
- Making GRN in ERP as per received report and purchase order.
- Storing in the received items in designated locations.
- Issuance of items as per requests approved by concerned departments.
- Registering issued/received goods in ERP.
- Monitoring the inventory level and rising material requisitions accordingly.
- Preparing and maintaining records and reports of inventoies shortages, shipments, expenditures and goods used or issued.
- Identifying comparison between physical and system inventory on daily basis and reporting the manager.

- Coordinating with finance,purchase departments and suppliers for follow up and reconciliation of goods and receipts.
- Prepare Store/workshop requirement estimations.
- Identifying and procurement arranging spare parts by using E-catalogue and CRMDMS Application.
- Prepare monthly inward,outward,sales report.
- Good knowledge in inventory management.

EDUCATION

- | | |
|------|---|
| 2005 | <ul style="list-style-type: none">• DECE (Diploma in electronics and communication engg)
ESCG Polytechnic,KNL,AP, India.
C |
| 2003 | <ul style="list-style-type: none">• SSC (Secondary school certificate)
GBH 2,KNL,AP, India.
B+ |

SKILLS

Warehouse operations



Inventory control



Time management



Team building



SAP, ODOO, CRMDMS, ERP, MS OFFICE.



Forklift operating



LANGUAGES

- English
- Hindi
- Telugu
- Kannada

PERSONAL DETAILS

- Date of Birth : 10-06-1988
- Marital Status : Married
- Nationality : Indian
- Gender : Male

DECLARATION.

- I here by confirm that the information given in this form he is true to the best of my knowledge.

Thanking you.
B.Bhageeratha.