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| **SIJO JOSE PINDIYAN**  **Email:**  [sijojosep7@gmail.com](mailto:sijojosep7@gmail.com)  **sijopj001@gmail.com**  **Mobile (UAE): +971- 585654420**  **WhatsApp: +971- 585654420**  **UAE Driving License NO: 63676646** |  |

**Inventory Controller**



**Career Objective**

Strategic support, Store keeping Activities, Plan & Procedures, Warehousing Operations, Budgeting Managements, Customer Relationship Management.

**Software Working Experience**

Microsoft Navision ERP, Retail Pro, SAP

**Educational and Professional Training**

**Educational Qualification**: S.S.L.C, +2, BA, Diploma in IT

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**Professional Experience**

**(**From April 2008-To March 2013**): Cybersoft info-sys INDIA**

Established track record with 5 years of experience in helping organization to efficiently use their networks

(From February 2015 to July 2022): **Lals - Group -UAE**

Sr. Inventory Controller

(From August 2022 – September 2024): Kit and Kaboodle

Warehouse Supervisor

**Duties & Responsibilities**

* Manages inventory control levels between warehouse and units, by consistently conducting physical counts
* Achieves financial objectives by supporting the preparation of an annual budget
* Inspect and maintaining equipment
* Encourages teamwork within the workforce to ensure set productivity targets are met
* Assist with cycle counts and inventory control
* Maintain physical condition of warehouse by planning and implementing new design layouts
* **Maintain receipts, records, and withdrawals of the stockroom**
* **Receive, unload, and shelve supplies**
* **Perform other stock-related duties, including returning, packing, pricing, and labeling supplies**
* **Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping**
* **Rotate stock and coordinate the disposal of surpluses**
* **Ensure adequate record keeping and manage all documentation to** **confirm proper stock levels and maintain inventory control**
* **Coordinate the handling of freight, the movement of equipment, and necessary minor repairs**

**Languages Known**

English, Hindi, Malayalam &Tamil

**Personal Information**

Nationality : Indian

Passport Number : R9588335 /Exp: -11-02-2028

Date of Birth : 07.02.1986

**Current Location**

Place: Dubai