



# Rakesh K

## INVENTORY ASSISTANT

As a professional i worked around two years as an inventory assistant. I worked with great enthusiasm and wish to pursue a successful career ahead. A team player who also acts as an effective communicator.

✉ rakesh80777@gmail.com

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📍 Ras Al Khor Ind 2, Dubai, UAE

## EDUCATION

### Bachelor of Commerce

University of Calicut

07/2016 - 05/2019

Kerala, India

### Higher Secondary Education

Board of Higher Secondary Examination

07/2014 - 05/2016

Kerala, India

### Secondary School Education

Central Board of Secondary Education

05/2014

Kerala, India

## WORK EXPERIENCE

### Inventory Assistant

JSW Trading Company Pvt Ltd

01/2020 - 09/2021

Kerala, India

#### Achievements/Tasks

- Provide support to physical inventory team
- Physical inventory audit at store and warehouse
- Managing inventory/supplies and ensure within the established minimum and maximum levels
- Keep up-to-date records of receipts, records and withdrawals
- Filing and documentation
- To monitor damage and shrinkage at store and warehouse
- Perform inventory analysis to avoid overstock
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Monitor daily inventory adjustments and daily stock levels
- Customer Relationship Management and Operating Software

## INTERNSHIP/TRAINING

JSW Trading Company Pvt Ltd

07/2019 - 12/2019

Kerala, India

#### Achievements/Tasks

- Maintain inventory records and purchase invoices
- Inventory control and analysis
- Preparing reports on inventory levels and maintaining stock overflow

## SKILLS

Data Entry

Inventory Management

Microsoft Office

Filing

Google Docs

MS Excel

Customer Relationship Management

Operating System

ERP Software

Inventory Control

Communication

Warehouse Management

## PASSPORT DETAILS

Passport NO- T6685025

Visa Status- Visit Visa

Visa expiry Date- 25/03/2023

Nationality- Indian

## CERTIFICATES

Bachelor Of Commerce (07/2016 - 05/2019)

Higher Secondary School Certificate  
(06/2014 - 05/2016)

Secondary School of Leaving Certificate  
(06/2004 - 05/2014)

## LANGUAGES

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Elementary Proficiency