

BIPIN GAUTAM *Inventory Controller*

📍 BLDG-945 -FLAT 1205 NEAR JOLLIBEE
AL FALAH STREET ABU DHABI,
Abu Dhabi, United Arab Emirates



📅 18th February 1984

☎ +971-503175633



Married

🇳🇵 Nepali



Profile

Aspiring to be a part of dynamic organization having motivational working environment, looking for responsible and challenging assignments that will luster my advancement and long-term relationship in an organization where my experience, education and talent could make significant, contributions towards corporate objective.

Education

Bachelor of Business Studies
Tribhuvan University

2004 - 2007

Higher Secondary School
West Bengal board India

2001 - 2003

Professional Experience

Inventory Controller
Homes R US

January 2022 - present



- Monitoring inventory levels and replenishing stock as needed.
- Developing and implementing inventory control systems and practices.
- Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases.
- Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.
- Forecasting supply and demand requirements to ensure stock availability.
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS).
- Analyzing and reviewing supply chain data to identify and resolve issues.
- Generating purchase and pricing reports, supply chain analysis, and inventory management systems.
- Performing regular stock checks and reporting any issues to the supervisor.
- Maintaining and updating records of purchase orders, pricing reports, and inventory records

Warehouse Assistant

March 2015 – May 2017



The Pet Shop

- # comparing purchase orders with invoices and packaging lists.
- # inspecting deliveries to ensure they match order and invoice criteria.
- # Receiving and signing for deliveries.
- # Unloading deliveries from trucks.
- # processing returns for incorrect or unsatisfactory items.



Storekeeper/Data Entry,

July 2012 – August 2014

Mams Trading Llc, Dubai, United Arab Emirates

- Take delivery of all incoming materials and reconcile with purchase orders
- Track, document, and resolve any discrepancies on received orders
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Responsible for packing, pricing, labeling, and returning supplies
- Responsible for stock rotation and coordinate the disposal of surpluses
- Oversee the handling of freight, the movement of equipment, and minor repairs
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally
- Create purchase orders and utilize purchasing card to perform low-value procurement activities
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate

Skills

Expert in MS Excel and Tally ERP9. ● ● ● ● ●

Knowledge of WMS, spreadsheet preparation, day report presentation in hourly per head productivity. ● ● ● ● ●

trained in installation of Windows Operating System. ● ● ● ● ●

Effective, convincing, and rational communicator and team-player. ● ● ● ● ●

Good decision making, problem-solving and multi-tasking ● ● ● ● ●

Languages

- ♦ Hindi
- ♦ English
- ♦ Arabic
- ♦ Nepali

Declaration

"I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."
