

# BIPIN GAUTAM *Inventory Controller*

📍 BLDG-945 -FLAT 1205 NEAR JOLLIBEE  
AL FALAH STREET ABUDHABI,  
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.  | ● ● ● ● ● | # Effective, convincing, and rational communicator and team-player. | ● ● ● ● ● |
| # Knowledge of WMS, spreadsheet preparation, day report presentation in hourly per head productivity. | ● ● ● ● ● | # Good decision making, problem-solving and multi-tasking           | ● ● ● ● ● |
| # trained in installation of Windows Operating System.  | ● ● ● ● ● |   |           |

## 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."

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