


Jobin George

Warehouse Stock Controller

 Doha, Qatar

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Languages

Hindi

English

Malayalam

Tamil

About

BRANDS WORKED WITH

al Maya Group of International Fmcg Llc

Bhīma Jewelry Trivandrum

Ideal Solutions Company Qatar

Sharaf Retail Group

Experience

● Stock Controller

Ideal Solutions Company Qatar | Jan 2022 - Now

Designation : Stock Controller Company profile : Ideal Solutions Company (ISC) is a leading Qatari national company founded in 1998. Ideal Solutions is one of the top electronic solutions providers in the Gulf area for a number of industry-leading electronic services. Additionally, ISC supports a full range of products of its own including Real Estate Information System, Vehicle Tracking System, Mobile Applications, QNB Merchant & E- Acquiring Group Retail Cards Support Service as well as a number of third-party solutions based on ESRI, VeriFone, Oracle and Microsoft products. Duration : Since 16th-May-2018 JOB PROFILE Enter shipping and inventory data in Stock Control system. Organize all stock adequately in the stock room with correct labelling. Managing purchasing orders for incoming equipment's, services, and supplies. Verifying receipts and confirm purchase contents and orders are complete Customer (QNB /Al Khaliji bank/MOI/HMC) owned stock reconciliation and report submission in quarterly basis as per SLA & AMC T&C.

Creating and maintain detailed inventory of all incoming, outgoing, and current supplies. Ensures quantitative measures of performance in the following areas: Procurement of Goods with overseas suppliers, cost effective means of shipping both inbound and outbound, ensuring all movements are within the guide lines of the concerned government authorities rules and regulations Make recommended adjustments to forecast and inventory targets based on changes in demand and market trends. To make sure the inventory level is sufficient to support service and maintain computerized administration and automated storage and retrieval systems. Control department forms and records according to the accounting standards for Document Control Monitor and control full pipeline inventories to ensure availability as per requirements and minimize business waste. Prepare, report, and communicate forecast and inventory measurements to management (forecast accuracy). Serves as back-up for Quality Controller in site. Achievements: -

- Re- designed & Constructed Enhanced WMS by analyzing the existing system limits, bugs & Issues.
- Prepared and submitted the new WMS BRD to IT functional teams as per the daily operational flow thus could able to launch a robust most user-friendly system.
- Successfully Introduced and implemented Standardization process of Inventory control in terms of Inventory Identification, Handling, Transmission/transportation Control, Protection & Contamination Control where it was literally absent before.
- Successfully organized the warehouse through designed layout planogram and addressed each stock location.
- Successfully prepared and submitted the documented Operational Procedure for ISO9001- 2015 QMS certification and external audit.
- Risk Analysis Management: -Keep monitoring the specific risk related to inventory management and start sharing with top management for to avoid/ reduce impact of risk. Logistics & Supply Chain Management

● Inventory Control Executive

Sharaf Retail Group | May 2022 - Jul 2022

Designation : Inventory Control Executive Company profile : Sharaf Group is one of the largest and most respected business conglomerates in Middle East. It comprises of over 60 operating companies in more than 6 business sectors: Information Technology, Shipping; Retail, Real Estate, Financial Services, Consumer Products, Travel and Tourism, and Construction. The Group was founded by two enterprising brothers, Ibrahim

Sharaf and Sharaffudin Sharaf, of U.A.E origin during the last quarter of the 20th century (www.sharafgroup.com) Duration: 5th-July-2014 To 23rd-April-2018 JOB PROFILE

- Monitors and maintains optimum inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Oversee all Inventory transactions: sales, receiving, discrepancies upon receiving, transfers between countries, transfers between stores, price changes, promotion & sale, change of season, Return to Vendor, defected items and uniforms to ensure compliance to set policies and procedures
- Process inbound deliveries as per the daily schedule.
- Plan and allocate manpower as per the work volume.
- Ensure that the article and the quantity being received are accurate to avoid wrong claim to vendor.
- Prepare all documents and arrange for duties payable to enable the timely preparation of export bills by customs clearance department while adhering to company policies and procedures.
- Perform perpetual inventory on daily basis and conduct investigation on the differences
- Identify bins that needs to be replenished and update system accordingly Investigate warehouse claims and determine root cause of claims within a day
- Take leadership on annual stock take.
- Adhere and enforce Company SOP, Policies and procedures; loss prevention audit guidelines at all times.
- Review the KPI report constantly and work towards achieving the KPI's and maintaining the KPI's above 95%.
- Preparing and submitting the organizations various policies and procedures and internal controls including: receiving and issuing of inventory, inventory counts, and physical access to inventory report to quarterly internal audits and annual external audit purpose.
- Ensure efficient communication level with suppliers on various issues among which credit notes related to return to vendor, damages, change of price and seasonal credit notes

● Inventory Control Executive

al Maya Group of International Fmcg Llc | May 2010 - Jun 2013

Designation : Inventory Control Executive Company profile : The Al Maya Group is a House hold name within UAE and GCC over 30 years. The Al Maya group, has ambitious plans to further execute continued growth and development within the Gulf region. The Al Maya Group Portfolio, includes a chain of Supermarkets, A wholesale food distribution division that distributes Internationally recognized brands such as American garden, Heinz, Ormanin C, Pocari Sweat, KOKA Noodles to mention a few. Duration : From May 2010 to Jun 2013 JOB PROFILE

- Execute inventory control measures to ensure the company minimizes stock holding and maximizes stock system and paperwork accuracy.
- Manage and maintain the company material and stocked product inventory including stock profiles and stock locations.
- Make recommended adjustments to forecast and inventory targets based on changes in demand and market trends.
- Control department forms and records according to the accounting standards for Document Control
- Generating various reports like - Daily Sales Summary, Stock Movement Report, Stock Availability Report, Sales Analysis Report, Profitability Report, and Transfer Listing Report.

● Accounts Executive

Bhīma Jewelry Trivandrum | Jun 2008 - Apr 2010

Organization : Bhīma Jewelry Trivandrum Designation : Accounts Executive Company profile : One of the leading jewels groups in India Duration : From June 2008 to April 2010 Team Management Skills

- Create an inspiring team environment with an open communication culture.
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- Schedule and assign duties and responsibilities to the team.
- to-day operation
- erformance and identifies the areas of development.
- , discover training needs and provide coaching
- and resolve any issues or conflicts

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