

## CURRICULUM VITAE



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### OBJECTIVE

To seek a challenging job where my skills can be fully utilized and do the hard work for gaining new experience and knowledge. Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

### PROFESSIONAL WORK EXPERIENCE

- ❖ **Designation: Inventory Incharge**
- ❖ **Sharaf Dg WLL, Bahrain**
- ❖ **September 2012 to Present**

#### Duties and responsibilities:

- ❖ Receiving Products through PDT/System
- ❖ Maintaining Supplier Delivery schedule
- ❖ Maintaining Inventory staff schedule
- ❖ Price reconciliation between invoice unit price and purchase order unit price
- ❖ Pending confirmation LTI Monitoring
- ❖ Security Tagging and quality check of the product
- ❖ Receipt and Transfer of Sales Returned good Product/s (Customer care location)
- ❖ Issue of Display product
- ❖ Display product PI
- ❖ Sending Supplier invoice to Finance Department
- ❖ Ageing Stocks Purchase returns
- ❖ Counter delivery Sales Order confirmation
- ❖ Store Delivery
- ❖ Maintaining Stock room & HVS room Planogram
- ❖ Stock not posted adjustments
- ❖ Perpetual Inventory (PI)(Daily basis)
- ❖ Managing Scrap stock & write-off Products
- ❖ Preparation for Annual Stock count
- ❖ Receiving the goods through PDT
- ❖ Managed handling and receipt, sampling, data entry, dispensing, control substance, distribution and destruction of materials.
- ❖ Reporting to Management on irregularities /fraud noticed & suggesting necessary action.
- ❖ Maintaining the stock ledger and record
- ❖ Data entry and Invoice filing
- ❖ Data entry and assisting with daily general office duties.
- ❖ Created work plans to decrease inventory levels.
- ❖ Adjust inventory volume based on usage and transfers between branches.
- ❖ Generate and distribute various reports on a daily, weekly and monthly basis.

- ❖ Review receiving discrepancies and provide resolutions for mis-shipments.
- ❖ Communicate daily with Sales Teams and Management of inventory issues and opportunities.
- ❖ Identified key issues within the department and recommended security measures.
- ❖ Reduced overstock.
- ❖ Maintaining accurate inventory counts by conducting weekly vendor counts
- ❖ Consistently oversaw inventory control, storage management and site monitoring..
- ❖ Checking & counting of items as per Invoice.
- ❖ Maintaining Supplier schedule
- ❖ Preparing supplier return items
- ❖ Prepared stock inventories
- ❖ Maintaining customer care Items

❖ **August 2011 – August-2012:**

**Tarradah Aluminium Factory, Manama , Bahrain**  
**Designation: Administrative Clerk**

**Duties and responsibilities:**

- ❖ Maintained and compiled the records of business transactions and office activities of establishment.
- ❖ Prepared stock inventories.
- ❖ Tabulation and posting of data in record books is also done.
- ❖ Calculation of wages, premiums, payments and commissions is done.
- ❖ Counted, received and paid out cash.
- ❖ Bills, receipts, invoices, checks, policies and statements are sent after preparation.
- ❖ Operated computer terminal to input and retrieve data.
- ❖ Other duties like book keeping, purchase supplies and payroll are also done.
- ❖ Opened and routed incoming mail and prepared outgoing mail.
- ❖ Assisted and greeted visitors.
- ❖ Issue Quotation, Invoices, Lpo and delivery notes.

#### TECHNICAL SKILLS

- ❖ Office Skills: SAP,ERP & MS OFFICE
- ❖ Drafting Skills: AUTOCAD 2008, 2010 & 2012
- ❖ Programming: C++, VB6.0, VB.NET, ASP.NET & JAVA
- ❖ Database: SQL (2000, 2005, 2008), ORACLE9i & MS Access
- ❖ Operating systems: Windows XP, 98, 2000 & Windows7
- ❖ Hardware : LAN, System format, & Software Installation

#### TECHNICAL QUALIFICATIONS

- ❖ NIIT, Cochin , Kerala , India: GNIIT (Graduate in National Institute of Information Technology)
- ❖ CADD Centre, Trissur, Kerala , India: DIPLOMA IN MEP (Mechanical, Electrical & Plumbing)
- ❖ CADD Centre, Trissur, Kerala , India: AUTOCAD IN ELECTRICAL

#### EDUCATION

- ❖ **Graduate in B.A Economics –2006 – 2009**
- ❖ Co-Operative College , Ottappalam , Kerala , India
- ❖ Calicut University, Kerala, India.
- ❖ **Higher Secondary Education (Humanities) 2004- 2006**
- ❖ Chalavara Higher Secondary School
- ❖ Board of Higher Secondary Education , Kerala , India
- ❖ **Secondary Education – 2004**
- ❖ Chalavara Higher Secondary School
- ❖ Board of Secondary Education , Kerala , India

## PERSONAL ATTRIBUTES

- ❖ Punctual and self confident
- ❖ Ability to work accurately, sincerely & result oriented

## INTERESTS

- ❖ Cricket , Football , learning New Technologies & Innovations

## LANGUAGES

- English , Hindi & Malayalam – Read & Write

## PERSONAL DETAILS:

- Fathers Name: Muhammed kutty
- Sex: Male
- Date of Birth: 26<sup>th</sup> May , 1988
- Religion : Islam
- Marital Status: Married
- Nationality : Indian
- Passport no: T1844250
- Date of Issue 10-Jan-2019
- Date of Expiry: 09-Jan-2029

## DECLARATION

I hereby declare that the above said information's are true to the best of my knowledge and belief.

Place: **BAHRAIN**

**SHAMEER. K**