

Suresh Kandy

Position: Store Keeper / Stock Controller
Abu Issa Holding, Blue Salon Doha, Qatar
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Valid Qatar Driving License



8 years in Blue Salon experience as stock controller, wherein I'm handling inventory of materials, inspections, shipping and receiving.

Also, focusing on continual process of improvement and cost reduction with strong communication, interpersonal skills with the ability to interact effectively with all levels of staff.

Lastly, applies a proactive assertive and creative approach to problem solving.

Looking for challenging origination/Company where I can develop my career, and find an interactive environment to enhance my skills and experience and get a lead position and intelligent future.

Areas of expertise include:-

- Strategic Stock Planning
- Offline Rejected Sales Posting
- Manual Invoice Sales & Return Posting
- Stock Reconciliation and Replacement
- Public Speaking & Presentations
- Higher Management Relationship
- Stock Take Management
- Warehouse Inventory Communications
- Team Building & Leadership
- Verbal/Written Communication
- (ERP, EBS.)

Personal Profile

Date of birth : 16-April-1968
Sex : Male
Marital status : Married
Passport Number : K3840552
Language : English, Hindi, Tamil , Malayalam

Strength

Good Computer skills, Ability to lead the team, Self-confidence, Good behavior, Good team player.

Professional Work History

Company Name	-Abu Issa Holding, Blue Salon, P.O Box # 6255 Suhaim Bin Hamad St. Al Saad, Doha Qatar
Work Period	-April 2012 – Present
Designation	-Asset Stock Controller, Store keeper
Operating System	- EBS System, and Supply Chain
Country	-Doha,Qatar

Depart- Asset / Finance

- Senior staff reporting directly to Asset controller supervisor and manager.
- Communicating with all section for providing inventory accuracy in order to best customer service.
- Plans and execute daily inventory or cycle count activity in all outlets under Abu Issa Holding/Blue Salon.
- Perform physical inventories and keep perpetual inventory records of the quantities of stock on hand.
- Using PDT Scanner Machine for Stock Take
- Manages staff and motivate.
- Coordinates with concerned DC supervisor and manager.
- Reports daily activity to supervisor or manager.
- Handles all incoming and outgoing correspondence.
- Conduct a necessary adjustments and disposal with necessary document (i.e. Approval, write-off).

- Prepares and process inventory document.
- Posting Manual Invoice and Sales Return in the System (ERP & EBS System)
- Posting Offline Rejected Sales of all outlets under Abu Issa Holding / Blue Salon in (Qatar, KSA, UAE, Turkey, USA)
- Answering queries and complaints regarding stocks thru Microsoft Outlook.

Company Name	- Alshaya (Dareen Intl Compay)
Work Period	-2005 to -2012
Designation	- Salesman/ Warehouse Senior Assistant (DEBENHAMS CITY CENTER)
Country	- Doha Qatar

Depart- Warehouse and Operation Management

- Keep updating to management (Warehouse Supervisor) about warehouse Stock level and condition.
- Reports daily operation activity to WH manager and Supervisor.
- Handles all incoming and outgoing correspondence.
- Gives suggestion or advice to operation team or manager for any operation related issues
- Selecting space for storage and arranging for good to be placed in the designated Areas.
- Supervising the work of junior staff.
- Prepares and process daily operation documents.
- Plan, control and execute daily operations including periodic inventory activity.
- Handles some administrative work and other responsibilities as needed.
- Receiving and storing the delivery of large amounts of stock.

Education Qualifications

- ✓ Computer Literate (Microsoft Office Word, Excel, Power Point and Outlook)
- ✓ Basic Training for Excel
- ✓ Team Work Training and Time Management Training
- ✓ Warehouse management system (ERP and EBS)

Additional Skills

- Reporting, Good Communication, Planning and organization, Effective Decision Making etc.
- Good Knowledge of (EBS/ERP)
- Good experience of customer service and logistics management system.

I ensure that the above detail is true to the best of my knowledge. I will be responsible for any clarification whenever necessary.

Thank you and looking forward for your favorable reply.

Best Regards
Suresh R kandy