



# **SAJEESH PUSHPAKARAN**

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**Mobile: 050 8431140**

## **Key Expertise:**

Stock Flow Management  
Demand Planning  
Inventory Auditing  
Price Negotiation  
Shipment Handling  
Communication

## **Languages Known:**

English  
Malayalam  
Hindi  
Tamil

## **Nationality:**

Indian

## **Date of Birth:**

22-10-1977

## **Marital Status:**

Married

## **Visa Status:**

Employment

## **Computer Skills:**

MS Office  
PhotoShop

## **UAE Driving License:**

748301

## **SUMMARY:**

Highly motivated and experienced stock controller dedicated to improving operational efficiency in all environments through diligent stock management and effective leadership. Uses exceptional communication and organizational skills to ensure accurate, timely inventory management, achieving operational goals.

## **OBJECTIVE:**

To work in a healthy, innovative and challenging environment, extracting the best out of me, which is conducive to learn and grow at professional as well as personal level.

## **PROFESSIONAL EXPERIENCE – 22 Years**

**Inventory Controller - Al Amani Trading LLC, Dubai (2000-2005)**

**Inventory Control and Procurement Specialist – Al Amani Trading LLC, Dubai (2005-2014)**

**Imports and Logistics Controller – Al Amani Trading LLC, Dubai (2014-2020)**

**Senior Officer – Inventory and Logistics (2020-2022)**

## **Over all duties and responsibilities:**

1. Improve inventory control process in each business units, stores as per company inventory guidelines, policies & procedures, and initiate case studies whenever essential to enhance these procedures in coordination with respective section/staff.
2. Organize appropriate Inventory labeling standards as advised by Local authorities, obtain approvals & maintain its supporting documents timely.
3. Coordinate with inventory team to plan and make sure adequate inventory is maintained in each business units or showrooms as per the inventory cycle.

4. Coordinate periodic inventory reconciliation of all business units, stores within the time frame.
5. Process DO conversions & transfers, Review of Stock adjustments, Returns & Minus reports sensibly & report to Management as per the reporting schedule.
6. Support Sales, Inventory & Import procurement team for their logistics requirements by obtaining shipment quotes, negotiating & booking confirmations as per request received, to achieve profitable deals.
7. Keeping track of shipments, collect required documents for clearing and update inventory to prepare for stock arrival and goods receipt.
8. Make sure all available product dimensions/unit weights are updated in system or Inventory excel database in coordination with Procurement Team whenever necessary to meet logistic requirements.
9. Review claims & warranties report and make sure it's follow up status is updated promptly with concerned depts.
10. Process LPO of special-order items/Lubricants & Batteries & get it countersigned with the approval of concerned managers before or after confirmation with help of reference sheets & requirement analysis.
11. Arrange & participate meetings with external suppliers, Logistics companies, internal departments for meeting inventory & logistics operational requirements, including relevant officers if necessary.
12. Organize the execution and documentation of requested shipments, including international shipments and related customs matters, liaising with local freight forwarding and courier service providers.

#### **ACADEMIC PROFILE:**

Diploma in Advance Network Centered Computing – National Institute of Information Technology – Thrissur, Kerala

Higher Secondary Education – New Indian Model School – Dubai

Senior Secondary Leaving Certificate - New Indian Model School – Dubai

#### **TRAINING UNDERGONE:**

**Negotiation Masterclass** - equips with skill to close deals that might otherwise be deadlocked, maximize value in the agreement and resolve differences before they escalate into costly conflicts.

**Accountability and Ownership** - equips employees to hold themselves and the people around them accountable for their commitments and take ownership when given opportunity to take action.