

# ASLAM KK

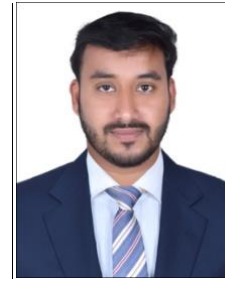
An accomplished and versatile Inventory Control professional with extensive experience in process design, configuration, and implementation within one of the largest Electronics Brands managing a portfolio of 1500+ products and with a proven track record in maintaining the inventory and to precision using SAP Extended Warehouse Management System coupled with knowledge in the financial operations of an organisation.

Skilled in Warehouse Data Analysis & Record Maintenance, Inventory Management, Operational Efficiencies and Administration.

## EXPERIENCE

**GEEPAS WORLD FZCO |DUBAI |UAE**  
**WAREHOUSE/INVENTORY COORDINATOR**  
SEP 2013 – 2021 SEP

- Maintained consistent stock of inventory, ordering new stock upto pre-authorized limit as inventory dwindles.
- Managed and maintained the entire gamut of inventory system right from receiving through accurate tracking of shipments from the ports, warehousing and distributing directing the activities through a direct team of 15 reportees.
- Conducted monthly, quarterly and annual inventory checks and prepared the complete report presenting the same to Purchase and Inventory Manager
- Assessed the inventory reports and analysed patterns to identify items in need of automatic, recurring delivery.
- Responsible for the security of the warehouse and in stock goods in alliance with the organization's compliance procedures
- Conducted frequent spot and partial audits of the physical inventory and assisted with period audits and associated report generation.
- Facilitated upgrades to the database and/or software under the supervision of the Inventory Manager
- Ensured safety at workplace for the team and also maintained the right environment for the associates to work well.
- Ensured all customer orders are prepared and stock let out as per the LPO.
- Assisted in preparing and organizing promotional materials for events
- Liased with the concerned departments and ensured all orders are accurately entered and matches with the database.
- Drafted and implemented all policies procedures and regulations within the inventory department
- Conducted regular trainings for the team and ensured they follow the company policies and perform to their best.
- Assisted the HR in recruitment of staff to the inventory department and in successful onboarding of the new recruits.
- Implemented safety measures across the department in line with the functions and present health conditions.
- Developed and implemented improvements to existing operational procedures inorder to maximise efficiency and cut operational costs.



## GET IN TOUCH

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## EXPERTISE IN

**WAREHOUSE MANAGEMENT**  
**WAREHOUSE DATA ANALYSIS**  
**SUPPLYCHAIN MANAGEMENT**  
**INVENTORY CONTROL**  
**SAP WMS ERP**  
**ADMINISTRATION & DOCUMENTATION**  
**REPORTING**

## EDUCATION

2013 – BACHELORS IN COMMERCE

CALICUT UNIVERSITY – INDIA

## CERTIFICATIONS & ACHIEVEMENTS

- Ω Top Performer Award from Geepas – 2013 & 2015
- Ω Promoted from a Sales Coordinator to a Sr.Inventory Controller within 3 years with Geepas.

## PERSONAL INFO

**Nationality:** Indian

**DOB.** : 21 June 1991

**Gender.** : Male

**Civil Status:** Married

**Languages:** English Malayalam| Hindi  
Tamil

**Visa Status :** Visit Visa

**Driver's License:** UAE License



**ABBAS ALI & CO | INDIA**  
**ACCOUNTS ASSISTANT**  
AUG 2012 – SEP 2013

- Assisted the Finance Manager in daily book keeping activities and journals
- Handled general administration tasks including filing, handling petty cash, documentation and generic calendar management.

## REFERENCES

Available on request.