



ABDUL SANAF

Stock Controller – NIKE (GMG)

PROFILE SUMMARY

Experienced Stock Controller responsible for managing the purchasing and replenishment of the retail products. Duties; Maintaining the stock levels within the budget set by the business, organizing and managing the warehouse areas, making the best and most efficient use of space, and managing the day-to-day activities of warehouse. Managing the efficient receipt, storage, and dispatch of all goods from the warehouse. Maximizing space usage within the warehouse.

CONTACT AND OTHER DETAILS

PHONE: +971 56 204 7414

EMAIL: sanafsubair@gmail.com

DOB – 30/09/1996

Nationality – Indian

Visa status: Job visa

Marital Status: Married

SKILLS

- Leadership skills
- Excellent time management skills
- Excellent interpersonal and communication skills
- Logical reasoning
- Team working skills
- High computer proficiency
- Outlook
- SAP
- MS Office

EDUCATION

**University Institute of Technology, Kerala,
India 2015 – 2018**

Bachelors of Business Administration

**SD College, Kerala,
India 2018-2019**

Advanced Diploma in Logistics and Supply Chain Management

WORK EXPERIENCE

GULF MARKETING GROUP

Position Handled: STOCK CONTROLLER (NIKE) Full-time

Branch : Mirdif City Centre

Responsibilities Handled:

March 2021 - Current

1. Ensures that all inventory and stock management systems are maintained and updated accurately, and within the agreed parameters.
2. Receives delivered supplies, materials, and equipment; confirms that delivered goods match purchase order specifications of quantity, condition, model number, etc. completes all necessary paperwork for stock items received.
3. Manages all stock movements in and out and maintain complete log of all stock movements to ensure stocks are tallied with the transfer documents.
4. Maintains stock levels within the agreed inventory parameters; scans stock received, delivered, and highlight any discrepancy, to ensure stock movement is logged and properly controlled.
5. Alerts the store manager upon approaching or exceeding defined budget level.
6. Administers the process for returns; manages a defined area in the storeroom for returns/credits, out of dates, damaged and un-saleable goods.
7. Maintains the storeroom and the allocation of space for stock; ensures the storeroom meets defined regulations.
8. Supervises the implementation of health and safety procedures.
9. Coordinate with store operations staffs to identify and prepare damaged stock list to ensure the said stock is scanned, packed, and sent to the warehouse after obtaining required approvals.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil (speak)
- Arabic (Read & Write)

AREAS OF INTEREST

- Travelling
- Trekking
- Hiking
- Driving

10. Executes weekly cycle counts of inventory materials based upon system reports; assists in conducting complete physical inventory count annually.

PICKDEL EXPRESS CARGO LTD.

Position Handled: Warehouse Executive (Full-time)

Responsibilities Handled:

September 2019 - November 2020

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1. Supervising day-to-day operations in a warehouse
 2. Ensure shipments and delivery transactions accuracy
 3. Maintaining records of incoming and outgoing products and in stock items
 4. Supervise loading and unloading operations
 5. Check materials against customer orders, packing list and billing
 6. Ensuring the delivery deadlines are met
 7. Produce layout plans
 8. Check and verify materials in warehouse periodically

CHEMBIL RESIDENCY

Position Handled: Customer Service Executive (Part-time) Responsibilities Handled:

April 2018 – October 2020

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1. Handling Check in and out of guests
 2. Managing staffs and shifts
 3. Training supervising and appraising staff
 4. Managing guest relation
 5. Maintaining financial and customer records
 6. Billing and invoicing

EAST VENICE MOTORS: 1 MONTH INTERNSHIP

Position Handled: MARKETING INTERN

Responsibilities Handled:

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1. Assist clients in resolving issues and complaints concerning purchased product or services.
 2. Maintaining contact with clients through open and interactive communication to obtain feedback regarding quality of the product or service rendered.
 3. Identifying and assessing customer's needs to achieve satisfaction.