



Aji Varughese

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DOB: 23 July 1991

Nationality: Indian

OBJECTIVE: -

To seek a challenging position in a dynamic environment and desire to progress further in the same field and like to grow with the organization and prove to be an asset for its effective functioning and for the achievement of organizational goals and its success.

Hard Skills: -

- MS Office Tools (Excel, PowerPoint and Word)
- Internet and applications

Experience: -

Zero Waste Recycling LLC, UAE

Designation : Inventory Controller / Document Controller

Duration : Since 10 January 2022 – Till date.

Role Description:

1. Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
2. Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
3. Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
4. Processes and/or approves invoices for payment.
5. Processes and documents return as required following established procedures.
6. Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
7. May serve as cashier and handle cash and cash-related payments.
8. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
9. Performs miscellaneous job-related duties as assigned.
10. Maintaining daily, weekly and monthly reports.

Skills: -

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to reconcile stock counts to report data.
- Database management skills.
- Ability to analyse and solve problems.
- Ability to prepare routine administrative paperwork.
- Ability to receive, stock, and/or deliver goods.
- Clerical, word processing, and/or office skills.
- Knowledge of university invoicing procedures.
- Very energetic result oriented and organized
- Efficient and well-behaved person
- Extremely hardworking self-motivated and able to work independently in a team environment under supervision.
- Keep excellent inter personal relations with colleagues and ready to help them.

Techno Vision Industries, Bangalore

Designation : Tool Room Assistant

Duration : March 2015 to March 2020

V M Wire Cutting, Bangalore

Designation : CNC Operator

Duration : October 2012 to January 2015

Education: -

- Diploma
- +2 (science)
- SSLC

LANGUAGE SKILLS:

English, Hindi, Malayalam, Tamil, Kannada

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief

Aji Varughese

