

# CONTACT

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MOHAMMAD SAZEED

# PROFESSIONAL SUMMARY

I am currently working as an Inventory controller Associate, Experienced In preparing documents and reports while managing complex Internal and external data analysis

# WORK HISTORY

 **Inventory Controller Associate June 2020 -till date**

 **Bangalore**

**SKILLS**

* **Microsoft Application**
* **Self-motivated**
* **Attention to detail**
* **Strategic Planning**
* **Problem-solving**
* **Process implementation**
* **Team player**
* **Time management**
* **Business Intelligence**
* **Ensure integrity and accuracy of the stock management system**
* **Manage Inventory control measures to ensure mistakes, inaccuracies and discrepancies are highlighted, addressed, and resolved.**
* **Maintain all documentation of Purchase Orders, pricing reports and inventory records in an organized manner.**
* **Produce daily reports to ensure key critical areas of the stock system are controlled and any discrepancies addressed and resolved.**
* **Perform random and surprise stock Audit, investigate and correct discrepancies in reported quantities, batch, and locations.**
* **Review Orders/Shipments below approved margin and get the management approval (wherever necessary) to proceed**
* **Monitoring inventory levels and replenishing stock as needed**
* **Perform critical inventory tasks to ensure the correct amount of items are in stock**
* **Providing stock reports on Category Level for All Stores**
* **Minimize overstocks and removal of obsolete / redundant stock to maximize availability of working capital.**
* **Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases.**
* **Daily monitoring of stock movement, running report of daily inventory adjustment**

**EDUCATION**

* **SSLC from SVN High School, kampli, with 73.2%**
* **Diploma in civil engineering, kampli, with 75.6**