



SALBIN S S

BE IN COMPUTER SCIENCE ENGINEERING

+971 545318573/ sanjusalvin123@gmail.com

OBJECTIVE

To work in an organization that lends me a supportive and operative learning environment with ample chances to contribute, diversity my knowledge and skills that challenges me intellectually and offers me a good potential for professional growth.

PERSONAL SKILLS

Capacity to organize and ability to work in a team as well as leadership qualities and administrative skills

Quick understanding and grasping of situations and ability to work under pressure

Fertile and imaginative mind with excellent communications capabilities

A sense of integrity and commitment to work hard in a result oriented, meaningful manner

Excellent written, communication and problem solving skills

Willingness to learn more and

EXPERIENCE

INVENTORY CONTROLLER OPERATIONS AND IT-(Two years from 04-01-2018 to 30-12-2020)

K.M. TRADING CO. & PARTNERS.
MUSCUT ,OMAN

- Responsible to manage Inventory control programs.
- To arrange inventories as per procedure
- Monitor stock levels and scrutinize a monthly stock reports
- Ensure that inventory loss to be cut down
- Ensures store team compliance with all policies and procedures in addition to providing suggestions and ideas on ways to improve systems and processes
- To keep records of each and every inventory inflow and out flow
- To keep track of employee activities relating to import and export
- Prepare and maintain of daily activities and report to EDP in charges
- Responsible for training junior and new technicians in effective use of technology
- Work closely with retail operation staff and management to develop, fine-tune and document inventory control procedures
- Knowledge of retails and construction materials
- Maintain material transactions records in support audits ,such as receipts , transfers, issues, returns, and adjustments

INVENTORY CONTROLLER IN TECL GROUP PVT LTD –CHENNAI (June 2013 to DECEMBER 2017)

- Preparing daily inventory reports to HO and cross checking data's
- Preparing logs and track reports for document
- Tracking employs personal data and records
- Strong knowledge of planning and organization
- Excellent leadership ability

CUSTOMER SUCCESS ASSOCIATE IN DU TELECOM – DUBAI (APRIL 2021- TILL NOW)

quick learning skill

Self-motivated
and Strives for
excellence

LANGUAGES KNOWN

English- Read,
Write, Speak
Hindi-Read, Speak
Tamil- Speak

PASSPORT DETAILS

Passport No: R1459298
Place of Issue :
cochin
Date of Issue :07-
JULY-2017
Date of Expiry :07-
July-2027

PERSONAL DETAILS

DOB : 13-May-1996
Marital Status: Single
Nationality : INDIAN
Address: Salbin
bhavan,Kunnumma,
kavalam .P.o
, Alappuzha , Kerala
,INDIA

PROFESSIONAL SKILLS

- Relevant knowledge of inventory operation and procedures
- Ability to do hardware and software configurations.
- Ability to do financial additions
- Good analytical skills
- Strong computer skills
- Strong knowledge of warehouse management system (WMS)
- Strong knowledge of ERP

PROFESSIONAL SKILLS

QUALIFICATION	SPECIFICATION & YEAR	AWARDING BODY	NAME OF COLLEGE /SCHOOL
B TECH	COMPUTER SCIENECE &ENGINEERING	ANNA UNIVERSITY	SELAM COLLEGE OF ENGINEERING
HIGHER SECONDARY	SCIENCE (2012)	STATE BAORD	NSS HSS KAVALAM
SSLC	SECONDARY SCHOOL	STATE BOARD	L F H S KAVALAM

OTHER COMPUTER SKILLS

- Microsoft DOS
- ERP
- Hardware and networking
- MS-word, MS-Power point, MS-Excel
- Internet concepts
- WMS
- Microsoft 365
- CRM

DECLARATION

I hereby declare that all the statements given above are true to
my knowledge.

SALBIN S S