



MUHAMMED THAHIR KC

INVENTORY CONTROLLER

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PROFESSIONAL SUMMARY

Highly organized and results-driven Inventory Controller with 2 years of experience managing comprehensive inventory systems in a logistics/warehouse environment. Proficient in optimising stock levels, conducting accurate cycle counting, and utilizing WMS/ERP systems to improve operational efficiency and reduce costs. Seeking to leverage expertise in supply chain and stock management to contribute to the success of your team.

WORK HISTORY

INVENTORY CONTROLLER

Shaklan Group LLC.

02/2024 – 10/2025

Dubai, United Arab

Emirates

- Created detailed reports post-inventory count, providing valuable insights into potential issues or discrepancies.
- Entry of Purchase Invoice/Purchase Return/Item Credit Note/Payment Voucher/LPO.
- Recommended improvements in warehousing processes that successfully boosted operational efficiency.
- Followed procedures to maintain accurate stock counts and organised storage system.
- Controlled best before dates to properly utilise stock.
- Used barcode scanners to document inventory transactions, maintaining accuracy and efficiently.
- Coordinated with suppliers for timely delivery of products, ensuring optimum stock levels at all times.
- Documentation.
- Petty Cash Custodian.

DOCUMENT CONTROLLER

Jio Mart Logistics.

02/2022 – 11/2023

Cochin, India

- Managed requests for access to documentation, maintaining confidentiality
- Resolved issues related to documentation and associated information
- Organised, filed and stored electronic and physical files to maximise traceability
- Contributed to accurate and efficient quality checks, ensuring error-free results
- Conducted manual, online and interactive media reference searches to support customers
- Reviewed documents for accuracy, immediately notifying supervisor of errors

EDUCATION

Bachelor of Business Administration

Sibga Institute Of Advanced Studies

07/2017 – 03/2023

Kannur

Diploma In Logistics

Giims Institute Of Logistics & Supply Chain Management

03/2022 – 12/2023

Kochi

SKILLS

TEAM WORK

MS OFFICE PROFICIENCY

TIME MANAGEMENT

STRONG COMMUNICATION

LEADERSHIP

INVENTORY MANAGEMENT

PROBLEM SOLVING

ADAPTABILITY

MULTI TASKING ABILITY

INVENTORY CONTROL

LANGUAGES

English

C2 Proficient

Malayalam

Native

Hindi

B1 Intermediate