



# DEEPU KRISHNAN R

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## Professional Summary

Highly organized and detail-oriented professional with an MBA in Finance & marketing and a Bachelor's in Finance & taxation. Possessing extensive experience in the financial sector, including roles in banking and financial institutions in India. Currently leveraging 3 years of experience as a Inventory controller in the mechanical division of a construction company. Skilled in inventory management, and the use of ERP , Tally and Garage Plug software. Seeking to contribute strong analytical and operational skills to a dynamic organization.

## Skills

- Tally
- ERP systems
- Ms office
- Data entry
- Email management
- Efficient communicator with strong interpersonal skills.
- Able to work independently and as a part of a team.
- Adaptability and quick learning ability.
- Inventory management and control
- Customer service and query resolution.
- Record keeping and documentation.
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Experience in managing vendor relationship.
- Excellent time management and organizational skills to handle multiple tasks efficiently.

## Professional Experience

01.2022 - Current

### **INVENTORY CONTROLLER**

NAEL GENERAL CONTRACTING LLC - ABU DHABI

- Efficiently managed and recorded all mechanical parts and components using Garage Plug software
- Maintained accurate stock levels and ensured timely replenishment of inventory
- Proficient in Garage Plug software for inventory management and stock maintenance
- Experienced in using ERP systems for filing invoices and managing purchase orders
- Issued Local Purchase Orders (LPOs) and coordinated with suppliers to ensure timely delivery of parts

- Verified and recorded incoming shipments, ensuring accuracy and completeness
- Maintained detailed records of inventory transactions and generated regular reports for management review
- Assisted in audits and inventory reconciliation processes
- Liaised with suppliers, vendors, and internal teams to resolve inventory-related issues
- Provided support to the mechanical division by ensuring the availability of necessary parts and materials.

02.2021 - 10.2021

### **JUNIOR ASSISTANT**

MANAPPURAM FINANCE LIMITED - KERALA

- Managed the receipt and processing of important documents, ensuring accuracy and compliance with company policies
- Processed the pledging of gold items, verifying authenticity, and ensuring proper documentation and secure storage.
- Addressed customer queries and concerns, providing excellent service and support to ensure customer satisfaction.
- Maintained detailed and accurate records of all transactions, including cash receipts, gold pledges, and customer interactions.
- Ensured adherence to company policies and regulatory requirements in all financial and transactional processes.
- Worked collaboratively with team members to streamline processes and improve efficiency in the branch.

02.2020 - 02.2021

### **TRAINEE**

COOPERATIVE BANK - MARAMON, KERALA

- Assisted in daily banking functions, including account management, transaction processing, and customer service
- Helped customers with various banking services, such as opening accounts, processing deposits and withdrawals, and addressing account-related inquiries
- Processed financial transactions accurately, ensuring compliance with bank policies and procedures
- Assisted in reconciling accounts, monitoring for discrepancies, and ensuring accurate record-keeping
- Supported the loan processing department by helping with documentation, customer communication, and application review
- Provided general administrative support, including filing, data entry, and document management
- Ensured all banking activities adhered to regulatory requirements and internal policies.

## **Education**

01.2019

MBA, Finance And Marketing , Jain College - Bangalore

03.2017

Bachelor of Commerce, Finance And Taxation, Saint Berchmans College – Changanacherry, Kerala

## **Certifications And Courses**

Computerized financial accounting ( TALLY ERP 9.0)

## Languages

### English

Bilingual or Proficient

### Malayalam

Bilingual or Proficient

### Hindi

Advanced

### Tamil

Advanced

## Personal Information

- Date of Birth: 02/12/1996
- Gender: Male
- Nationality: Indian
- Marital Status: Married