



# NIDHIN SADAN

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Location : Dubai, UAE

## PROFESSIONAL SUMMARY

Organized inventory professional with 2+ years experience in managing and coordinating material flow. Handles end-to-end inventory control procedure by sourcing vendors, setting terms and verifying deliveries. Manage smooth operations by effectively handling inventory related tasks with the skills and experience I have acquired over the years.

## SKILLS

- Strategic Stock Control
- Inventory Forecasting
- Demand Planning
- MS Office
- Vendor Management
- Inventory Optimization
- Budgeting & Operation
- Odoo Software
- Warehouse Management
- Interdepartmental Communication
- SAP – Material Management (Currently pursuing)

## EXPERIENCE

### Inventory Controller

October 2021 – November 2023

BOA Hydraulics | Silverdale, New Zealand

- Plan & schedule material supply in line with production schedule by checking cycle time and forecasting.
- Performed physical inventory on quarterly basis & was able to reduce dead stock by 10%.
- Ensured proper inspection and recorded detailed goods reception in ERP system.
- Improved production strategy through supplier sourcing & management and leveraged cost efficiency.
- Ensured orders are timely placed for machinery items to achieve full productivity.
- Collaborated with cross functional departments for on time delivery & improved customer satisfaction.

### Inventory Assistant

April 2021 – September 2021

Bidfood | Auckland, New Zealand

- Inspected and certified incoming goods and verified discrepancies between goods and invoices.
- Utilized ERP software to acquire details about the number of products in stock, opened packages and removed contents.
- Segregated and stocked materials in accordance to their storage categories.
- Supervised bulk packages are carefully stored with pallet jack and forklift only.
- Ensured placed orders are well packed and dispatched to clients in a scheduled manner.
- Investigated stock discrepancies and adjust according to SOP.

**GST Practitioner**

April 2018 – May 2019

**Arun Bijoy & Co. Chartered Accountants.**

- Initiated transaction records for the clients.
- Audited and filed tax returns in the GST website.
- Segregated filed tax records according to client type.
- Filed refund claims or pay taxes on behalf of the registered persons.

**EDUCATION**

Masters in Business Administration in Supply Chain Management

Manipal University, India

(Currently pursuing)

Level 7- Graduate Diploma in Management

Nelson Marlborough Institute of Technology, New Zealand

Status: 2020

Bachelor of Commerce in Computer Application

University of Calicut, India

Status: 2015 - 2018

**PERSONAL INFORMATION**

- Date of Birth: 02/09/1996
- Languages known: English, Hindi & Malayalam
- Nationality: India
- Marital Status: Unmarried