

LOKESH MATHU SHANKAR JP

Inventory Manager / Procurement / Purchasing

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Personal Particulars:

Date of Birth: 13.06.1996 | **Nationality:** Indian | **Gender:** Male

Address: 33rd Street, Deira - Dubai, United Arab Emirates



PROFESSIONAL SUMMARY

A highly skilled professional with **3+ years** of inventory management and logistics expertise. Demonstrates proficiency in developing effective inventory systems to optimize stock levels, minimize costs, and ensure timely product availability. Expert in analyzing demand patterns, forecasting future needs, and executing strategic procurement plans. Utilizes advanced inventory management software and Excel to monitor stock movements, reconcile discrepancies, and generate detailed reports for strategic decision-making.

KEY HIGHLIGHTS

- **Global Exposure:** Experienced in inventory management and procurement across **the UK and India**, with a strong supply chain and logistics background, offers valuable global insights and operational expertise
- **Inventory Management:** Streamlined inventory processes using forecasting and data analytics to optimize stock levels and prevent discrepancies
- **Stock Control:** Managed stock rotation and cycle count effectively, reducing waste and ensuring accurate stock availability
- **Logistics Management:** Coordinated logistics to enhance merchandise distribution and storage efficiency
- **Sales Data Analysis:** Analyzed sales data to drive strategic decisions and improve sales performance
- **Strategic Planning:** Directed strategic initiatives to align with business objectives, enhancing market penetration and revenue growth
- **Quality Assurance:** Conducted quality control inspections and safety walks regularly, elevating warehouse standards and compliance
- **Training and Mentorship:** Conducted training sessions for new staff, focusing on retail and direct picking techniques, which improved inventory management and operational performance

WORK EXPERIENCE

Stock Controller | Premier Store

Nov 2022 – May 2024

- Delivered exceptional customer service and contributed to sales enhancement
- Managed and optimized store inventory and appearance consistently
- Recorded purchase details into internal databases, including vendor information, invoices, and pricing
- Executed merchandise replenishment orders as necessary to maintain inventory levels
- Monitored shipments actively and resolved any occurring delays to ensure timely delivery
- Supervised the safe storage of products, emphasizing care for fragile items
- Collaborated with warehouse staff and internal teams to assess product quality post-delivery and during storage
- Maintained accurate and up-to-date inventory records, tracking daily shipments

Achievements:

- Successfully forecasted supply and demand to mitigate risks of overstocking and out-of-stock (OOS)
- Coordinated and conducted regular inventory audits to ensure accuracy and compliance
- Monitored and controlled expenditures to adhere to allocated budgets

Warehouse Coordinator | Adecco Corporation

June 2022 – Nov 2022

- Facilitated training and mentoring for new employees in retail and direct picking, enhancing their skills in stock counting and inventory management
- Managed regular stock audits to ensure accuracy across inventories with multiple product varieties
- Evaluated and optimized stock levels to maintain precise and reliable inventory management systems

Achievements:

- Communicated and resolved discrepancies in inventory, such as missing or damaged items, to sustain production efficiency
- Conducted routine inventory control assessments, safety audits, and quality inspections to maintain high warehouse standards

Warehouse Admin | Premier Store

Jan 2021 – Jan 2022

- Managed and optimized stock rotation for perishable goods to prevent wastage and maintain inventory levels

- Adhered to stock adjustment protocols to correct inventory discrepancies identified during cycle counts
- Utilized handheld scanning devices to streamline stock management processes
- Efficiently organized merchandise loading and retrieval within retail and storage areas
- Investigated inventory discrepancies using automated inventory management software to determine necessary adjustments
- Conducted training sessions on inventory management for warehouse personnel
- Ensured storage areas complied with health and safety regulations

Achievements:

- Effectively reduced perishable goods wastage by implementing stock rotation strategies
- Resolved inventory issues promptly, ensuring the integrity and accuracy of stock records

KEY SKILLS

➤ Inventory & Logistic Management	➤ SAP S/4 HANA	➤ Customer Relations
➤ Supply Chain Management	➤ Account Management	➤ New Business Development
➤ Procurement & Purchasing	➤ Forecasting	➤ Sales Strategy Implementation
➤ Merchandise Handling	➤ Transaction Processing	➤ Regulatory Compliance
➤ Customer Service	➤ Strategic Planning	➤ Sales Data Analysis
➤ Negotiation Skills	➤ Operations Management	➤ Communication Skill
➤ Product & Service Promotion	➤ Market & Competitive Analysis	➤ Customer Retention
➤ Marketing Strategy Development	➤ Conflict Resolution	➤ Team Collaboration

EDUCATION

- **Master of Business Administration in Supply Chain and Logistics Management**, Cardiff Metropolitan University, **UK** | 2020 – 2022
- **Bachelor of Computer Applications**, Hindusthan College of Arts and Science, **India** | 2014 – 2017