



SANJO JOHN

SUMMARY

Inventory control and warehouse assistant with 6+ year experience including food and sensitive goods. Able to follow standard operating procedures and work in a efficient and tidy manner. Possessing a understanding of material and inventory management.

WORK HISTORY

Inventory Control Specialist at Kuwait Resource House

Vectrus Inc. - KBOSSS Project at US Military Base, Arifjan Kuwait (JANUARY 2017 – OCT 2020)

- Tracking and resolving Discrepancies on Receiving order.
- Monitoring inventory levels and replenishing stock as needed.
- Weekly cycle count, Assist in conducting complete physical inventory count annually.
- Maintaining and update records of purchase order, pricing reports and inventory records.
- File claim with manufacturers or sellers when defective goods are found in the inventory.
- Performed regular stock checks and reporting any issue to the supervisor.
- Maintained the computerized record of current inventory, following proper ordering procedure to maintain ' Just in Time' Inventory levels as established.
- Work with other teams including Buyer, Shipping and purchase.

Warehouse assistant at Logiwiz Logistics India Pvt. Ltd.

GlaxoSmithKline consumer Healthcare Limited

(APRIL-2016 – SEPTEMBER 2016)

- Managing inbound and outbound inventory within the storage Area.
- Preparing stock Transfer Note (STN).
- MIS Report.
- Compiling an inventory of items for Disposal on a monthly basic.
- Prepares physical verification (PV) Report every month.

Warehouse assistant at Agility Logistics Private limited. Blue Star Ltd

(FEBUARY-2014 - MARCH-2016)

- Receiving, Checking, Moving and Storing incoming goods.
- Preparing order for delivery or pickup according to schedule (load, packing, wrapping, labeling and shipping).
- Performed inventory control and maintain quality standards high for audit.
- clean and safe working environment and optimize space utilization.
- Report and Discrepancies.
- Operate material handling equipment.
- Performed clerical Duties, Phones, Filing, Sorting and Data entry.

CONTACT

ADDRESS

Villa no 6 near rashidiya metro station
Street 38, Dubai.

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+971-509271257

Email

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PERSONAL DETAILS

Date of Birth : 16.03.1991
Father : Johnson Francis
Nationality : Indian
Marital Status : Married
Passport No : V2399958

KEY SKILLS

- Shipping and Receiving
- Inventory control
- Loss Minimization
- Asset Management
- Responsible and Reliable
- Ability to lift heavy object
- Speed and Accuracy

COMPUTER KNOWLEDGE

- MS OFFICE
- WMS
- JD Edwards
- Maximo

LANGUAGES

- English
- Hindi
- Malayalam

EDUCATION QUALIFICATION

- ▶ **DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT** - 2013
- ▶ **B COM** - Completed
- ▶ **12th Level** - 2009
- ▶ **SSLC** - 2007

DECLARATION

I hereby certify that above Furnished statements are true to the best of my knowledge and can be substantiated with relevant documents if required.

SANJO JOHN