



KOTTAISAMY M

ADMIN / DOCUMENTS CONTROLLER

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*** An enthusiastic known for creative and organizational skills. Highly organized and detail-orient Documents Controller with a strong understanding of document management principles and Proficiency in MS Office. Eager to contribute to improving document workflows and supporting Collaboration. Can work efficiently for long hours and rotating shifts.**

Professional Experience

INVENTORY TEAM LEADER/STOCK ROOM IN-CHARGE BRANDS FOR LESS (BFL GROUP), WTC MALL., ABU DHABI, UAE.

- * Monitored stock levels and tracked inventory in real-time to maintain required thresholds.
- * Performed regular stock audits and reconciled discrepancies between physical and system stock levels.
- * Ensured timely reordering of products and materials to prevent stockouts.
- * Maintained accurate and up-to-date records of stock management and transactions in the system.
- * Coordinated the picking, packing, and dispatching of orders to customers or internal team.
- * Escalating issues to managers when necessary. Upselling and cross-selling complementary products
- * Restocking shelves and ensuring the availability of products. Assisting in inventory counts and reporting stock shortages.
- * Displaying products attractively to increase sales. Keeping the store clean, organized, and visually appealing.

ADMINISTRATIVE CLERK SMC COMPANY, ABU DHABI, UAE.

- * Performed routine office tasks such as answering phones, handling mail, and managing office supplies.
- * Greeted visitors and directed team to the appropriate department or person.
- * Scheduled appointments, meeting and conference calls as requested by supervisors or managers.
- * Organized and maintained office files, records, and documents in an orderly manner for easy retrieval.
- * Processed invoices, receipts, and other financial documents for tracking and recordkeeping.
- * Answered inquiries or directed them to the appropriate departments or individuals.
- * Updated and managed records, including employee files, client data, and financial documents.

INVENTORY/CASHIER/RECEIVING ARVIND LIFESTYLE BRANDS LIMITED, PROZONE MALL., COIMBATORE, TAMILNADU, INDIA.

- * Monitor Stock Levels and ensure sufficient inventory is available to meet business needs. Conduct regular stock Audits to verify inventory accuracy.
- * Oversaw daily management of inventory levels, ensuring stock was maintained at optimal levels and timely Reordering.
- * Regularly reviewed inventory reports, tracked stock levels, and reordered products to prevent stockouts. Communicated with suppliers or purchasing teams to place orders as necessary.
- * Manage purchase orders and track shipments to ensure timely delivery of inventory. Coordinate with suppliers and Vendors for order fulfillment and negotiate contracts when necessary.
- * Supervised receipt of goods, ensuring inventory was checked, counted, and stored properly. Ensured products were correctly labeled and shelved according to company standards.
- * Accurately entered inventory data into the management system and generated reports on stock levels, sales trends, and inventory turnover for senior management.
- * Identified and addressed potential inventory issues, implementing space optimization strategies for Efficient picking, packing, and shipping.

CUSTOMER SERVICE ASSOCIATE / SALES/CASHIER MAX (SPAR) HYPERMARKET LANDMARK GROUP, PROZONE MALL., COIMBATORE, TAMILNADU, INDIA.

- * Properly label, organize, and store products in designated areas. Use inventory management software to track And update stock records. Maintain an organized stockroom layout to ensure easy access and storage of items.
- * Informed customers about ongoing sales, discounts, loyalty programs, and special offers to encourage Purchases. Prepare and dispatch outgoing shipments, ensuring items are packaged securely and labeled correctly.
- * Assisted customers in placing orders for products that were out of stock or special items, ensuring proper Follow-up for delivery. Maintain accurate stockroom records, including receipts, invoices, and inventory logs.
- * Shared customer feedback with management to improve store operations and the overall customer experience.
- * Collaborate with sales assistants, supervisors, and managers to smooth store operations.

Education

November
2021 –
February
2024

February
2019 –
February
2021

June
2018 –
February
2019

May
2017 –
May
2018

Certificates & Awards

Great Service

Landmark Group

- * Customer Service Associates maintain adequate company and product Knowledge to provide proficient service.

Great Service.

Arvind Lifestyle Brand Ltd

- * Cost saver award for implementing measures that significantly reduced inventory costs/waste.
- * Zero-Error achievers for achieving 100% accuracy in stock counts or ERP Updates.

Good Work

SMC Company

- * Verified documentation and work order requirements. Completed work according to schedule and helped struggling team members.

Skills

Customer Service Skills:

- * **Communication, Active Listening, Problem-Solving, Negotiation, Up-Selling, And Cross-Selling.**

Administrative Skills:

- * **Filing and Record-Keeping, Document Management, Scheduling and Calendar Management, Mail Handling, Greeting Visitors.**

Technical Skills:

- * **Microsoft Office, Data Entry, Transaction Accuracy, Inventory Management, Cash Management, Data Entry.**

Organizational Skills:

- * **Time Management, Task Management, Client Relations.**

Key Skills

Accounting Skills 

Communication 

Tally 

MS Office 

KOB 

Logistics Skills 

Languages

English 

Hindi 

Tamil 

Personal Details

Nationality : India

Date Of Birth : 12/03/1994

Marital Status : Single

Visa Status : Visit Visa