



Sahil Ali

INVENTORY SPECIALIST

Profile

Experienced Inventory Specialist with 4 years of expertise in managing stock, updating purchase invoices, checking supplier statements, and maintaining accurate records. Skilled in Excel for reporting sales, purchases, and daily cash flow, as well as tracking employee attendance and ensuring clean data management. A detail-oriented team player focused on enhancing operational efficiency and accuracy.

Employment History

Inventory Specialist, Ekam Indian Groceries, Adelaide

DECEMBER 2022 – PRESENT

Experienced in managing end-to-end inventory operations using ERP systems (like Erply).

- Update **purchase invoices**, verify **supplier dockets**, and reconcile amounts by cross-checking with **supplier statements**.
- Handle **credit notes**, perform **price updates**, and ensure accurate and timely **inventory entries** for smooth stock flow.
- Prepare detailed **sales, purchase, and daily cash flow reports**.
- Track **employee attendance** and maintain **organized data records**.

GRN Officer, Bansal Supermarket, Surat

DECEMBER 2021 – NOVEMBER 2022

Key Responsibilities:

- Perform **daily floor walk** to ensure correct selling price, product tagging, and update selling boards for **promotions** and price display.
- Enter **purchase invoices**, **credit notes**, and **debit notes** accurately in the system, while monitoring **daily price changes** based on product movement and purchase cost.
- Generate **daily and weekly reports** (sales, inventory, rate change, highest/zero/negative selling items) and maintain accurate stock records, verifying **GRN entries** against supplier deliveries.
- Coordinate with the **purchasing team** for real-time **inventory** and **pricing updates**.
- Managed all **inventory** and **pricing tasks** using **R-Soft (retail software)**.

Warehouse Supervisor, DDUGKY

JUNE 2021 – NOVEMBER 2021

- Assisted with stock records and warehouse documentation.

Developed and maintained an inventory of warehouse supplies, ensuring all necessary items were always in stock

Education

Bachelor of Science (B.Sc.) – Computer Science, MDSU University, Rajasthan, Rajasthan

JANUARY 2018 – JANUARY 2021

Details

Rajasthan

India

09875771550

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Skills

Inventory Management

Data Analysis & Reporting

Excel (VLOOKUP, Pivot Tables)

Stock Reconciliation

Vendor Coordination

Attention to Detail

Team Collaboration

Languages

English

Hindi