

ABHIJITH K AJAYAN

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📄 TRANSFERABLE IQAMA



PROFILE

Inventory and Procurement Executive with solid experience in retail and supply chain operations. Skilled in using SAP MM and S/4HANA for handling purchase orders, goods receipts, stock transfers, and invoicing. Experienced in inventory control, audits, stock tracking, and resolving discrepancies. Good at coordinating logistics, managing warehouse activities, and ensuring timely delivery. Able to work well with teams, vendors, and internal departments to support smooth operations. Focused on accuracy, cost control, and improving inventory processes.

PROFESSIONAL EXPERIENCE

INVENTORY EXECUTIVE RELIANCE TRENDS

01/2024 – 05/2025 | KERALA, INDIA

- Managed goods receipt, shipment planning, and logistics documentation using SAP MM.
- Created POs and STOs; handled stock transfers, returns, and SAP-based transactions.
- Conducted stock audits, cycle counts, and reconciliations to ensure inventory accuracy.
- Analyzed inventory data to optimize stock levels and forecast based on sales trends.
- Oversaw picking, packing, and product segregation using scanners and Excel tools.
- Resolved stock discrepancies, handled damaged goods, and supported warehouse training.

PROCUREMENT EXECUTIVE NKP EMPIRE VENTURE PVT LTD

05/2023 – 12/2023 | Bangalore, India

- Issue purchase orders (POs) and coordinated with suppliers to ensure timely delivery and service quality.
- Monitor supplier performance, resolving issues related to pricing, quality, and delivery discrepancies.
- Maintain accurate purchase records, pricing data, and vendor agreements to support procurement efficiency.
- Collaborate with internal teams for demand forecasting and strategic procurement planning.
- Manage inventory levels, conducted stock audits, and implemented control procedures to reduce variances.
- Analyze stock trends, updated inventory systems, and generated reports on stock status, turnover, and performance.

PROFESSIONAL SKILLS

SAP MM, SAP SD, SAP S/4HANA, Excel, Goods receipt, Purchase order creation, Stock transfer orders (STO), Barcode scanning, Inventory control, Stock audits, Cycle counting, Inventory reconciliation, Demand forecasting, Supplier coordination, Vendor management, Material planning, Sourcing and procurement, Price negotiation, Purchase records management, vlookup, pivot table Logistics coordination, Inbound and outbound logistics, Shipment scheduling, Dispatch handling, Invoice generation, Trip summary preparation, Return handling, Damaged stock processing, Warehouse management, Inventory reporting, ERP systems, Data analysis, Problem solving, Time management, Team collaboration, Documentation handling, Compliance support, Loss prevention

CERTIFICATES

- SAP S4HANNA SOURCING AND PROCUREMENT

EDUCATION

MBA
SEA COLLEGE K R PURAM
BANGALORE UNIVERSITY

12/2021 – 12/2023 | BANGALORE, INDIA

BBA
SVPK PALEMAD COLLEGE
CALICUT UNIVERSITY

2017 – 2020 | KERALA, INDIA

PLUS TWO
KERALA HSE

2015 – 2017 | KERALA, INDIA

LANGUAGES

ENGLISH
MALAYALAM

HINDI
TAMIL