



Job Title: Stock Officer

Roles and Responsibilities

- Knowledge of proper book keeping and inventory management
- Issue the stuff to different department as per requirement.
- Stuff receiving and maintain store inventory.
- Keeping and maintaining the daily stock record.
- Proper placement of goods to avoid any kind of damage.
- Physical verification of the goods as and when required.
- Responsible for receiving, inspecting, storing and issuing of goods.
- To keep the stock at store in perfectly arranged and well stacked manner.
- Responsible for inventory control, accountable for reconciliation of entire stock.
- Maintaining up to date stock.
- Manage all inventory control related activities.

Knowledge and Skills Requirement

- Good written and oral English
- Proficient in Microsoft Office 2010, Windows 7 and Windows 10.
- Positive attitude and good interpersonal skills.
- Good time management and organizational skills.
- Self-motivated, independent and proactive.

Experience

At least 2 years of experience in similar capacity.

Educational Qualification

Preferably Masters
Minimum Bachelors