



INVENTORY HEAD & ACCOUNTS PROFESSIONAL

NEERAJ SINGH



PROFESSIONAL SUMMARY

Detail-oriented Inventory Head & Accounts Professional with experience in inventory control, financial management, team coordination, billing operations, stock audits, vendor management, and warehouse operations. Skilled in optimizing stock levels, minimizing losses, and ensuring smooth business operations. Recognized twice as "Cashier of the Month" for excellence in financial transactions and customer service.



CORE SKILLS

- Inventory & Stock Management
- Accounts & Financial Transactions
- Billing & POS Systems
- Data Analysis & Reporting
- Vendor & Supplier Management
- Team Leadership & Supervision
- Customer Service & Problem Solving
- Loss Prevention & Risk Management
- Microsoft Excel
- Inventory Management Software



EDUCATION

- Diploma in Computer Application
- Intermediate (2019) – UK Board
- High School (2017) – UK Board



ACHIEVEMENTS

- 2-Time Cashier of the Month Award
- Reduced operational losses through inventory management
- Trained and mentored junior staff
- Improved supplier coordination and operational efficiency



PERSONAL DETAILS

Date of Birth : 04-03-2001
Gender : Male
Marital Status : Unmarried
Languages Known : Hindi, English
Nationality : Indian



CONTACT

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WORK EXPERIENCE

Inventory Head & Accounts Manager

Dec 2023 – Present

Ring Road Liquor Wine

- Oversee end-to-end inventory planning, stock control, and periodic stock audits.
- Manage vendor negotiations, supplier coordination and maintain strong vendor relationships.
- Handle daily financial transactions, bookkeeping, account reconciliation and reporting.
- Manage billing operations, sales monitoring and ensure accuracy in POS systems.
- Implement loss prevention strategies and inventory control measures to minimize shrinkage and discrepancies.
- Prepare inventory, sales and financial reports for management decision-making.
- Lead and coordinate team members to ensure smooth day-to-day operations.

Inventory Head

Jun 2023 – Nov 2023

Shiddhi Vinayak SRV Pvt. Ltd.

- Led warehouse and inventory operations, ensuring accurate stock records and timely updates.
- Managed procurement, purchase orders and dispatch processes.
- Implemented stock rotation strategies to improve inventory turnover.
- Improved supplier coordination, maintained optimum stock levels and reduced excess inventory.
- Coordinated with cross-functional teams for smooth supply chain operations.

Associate

Oct 2022 – May 2023

Shiddhi Vinayak SRV Pvt. Ltd.

- Maintained stock records, inventory tracking and documentation.
- Assisted in processing invoices and account reconciliations.
- Supported daily operations by coordinating with warehouse and accounts teams.
- Handled customer queries and provided excellent customer service.

Cashier

Apr 2022 – Sep 2022

- Processed cash and digital transactions accurately and efficiently.
- Maintained daily sales records, cash registers and reconciliations.
- Prepared daily reports and ensured end-of-day closing procedures.
- Awarded "Cashier of the Month" twice for outstanding performance.