[YOUR NAME SURNAME]

[Cell number]
[Email address]
[Location: Suburb, City]
[LinkedIn URL optional]
[Notice period / Availability]

Personal profile

Detail-oriented Stock Controller with [X years] experience in inventory control within [warehouse/retail/FMCG/manufacturing]. Strong in cycle counts, stock variance investigation, receiving checks and reconciling physical stock to system balances. Confident in Excel reporting and maintaining accurate stock records under pressure and tight deadlines.

Key skills

- Cycle counts (daily/weekly/monthly) and full stock takes
- Variance reporting and investigation (root-cause checks)
- Receiving and dispatch verification (GRVs, delivery notes, PODs)
- FIFO / expiry and batch checks (where applicable)
- Stock adjustments and authorisation processes
- Damages, returns, shrinkage and write-off control
- Bin location control, labelling and housekeeping
- Excel (filters, pivot tables, VLOOKUP/XLOOKUP)
- Inventory systems: [SAP / Sage / Pastel / ERP / WMS] (level: [basic/intermediate])
- Accurate admin, document control and filing
- Team coordination with receiving, picking and dispatch
- Safety awareness and working neatly on the floor

Work experience

Stock Controller — [Company Name], [City]
[Month Year] – [Month Year / Present]

- Performed cycle counts across [X] bins/locations per day and captured results on [system/stock sheets], maintaining high accuracy.
- Investigated stock variances by checking receiving documents, dispatch records, bin locations and pick slips; escalated recurring issues to supervisor.
- Reconciled physical counts to system stock and prepared variance reports for management sign-off.
- Verified inbound deliveries by matching supplier invoices/delivery notes to received quantities and quality; flagged shortages/damages immediately.
- Supported monthly stock takes, including pre-count preparation (bin labels, count sheets, scanner checks) and post-count clean-up.
- Worked closely with warehouse team to correct mispicks, wrong binning and labelling errors to reduce repeat variances.

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Warehouse Administrator / Receiving Clerk — [Company Name], [City]
[Month Year] – [Month Year]

- Captured GRVs and maintained filing of PODs, invoices and delivery notes for audit-ready records.
- Updated stock movement trackers in Excel and sent daily summaries to operations.
- Assisted with ad-hoc counts and spot checks to confirm stock availability for urgent orders.

Education

Matric (NSC) — [School Name], [Year]
Subjects: [Optional if helpful for numeracy/accounting]

Courses & certificates

- Excel for Admin / Intermediate Excel — [Provider], [Year]
- [Sage/Pastel/SAP Intro] — [Provider], [Year]
- [Forklift licence] — [If applicable], [Valid until: Month Year]

References

Available on request

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