

Sini Salim

Sharjah / Dubai, UAE

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Visa Status: Residence Visa

Professional Summary

Detail-oriented Junior Stores Controller with experience in inventory control, documentation, and operational support within technical and maintenance-driven environments. Skilled in handling tools, equipment, consumables, and spare parts while ensuring compliance with SOPs, safety standards, and regulatory requirements. Capable of working in rotating shifts and fast-paced environments to support aircraft maintenance operations.

Core Competencies

- Aircraft Stores & Inventory Control
 - Tools, Equipment & Spare Parts Handling
 - Receipt, Storage & Issuance Procedures
 - Stock Monitoring & Reconciliation
 - AMOS / Inventory Systems (User Level)
 - MS Office (Excel, Word, Outlook)
 - Safety, Storage & Housekeeping Compliance
 - Documentation & Audit Support
 - Coordination with Maintenance & AOG Teams
 - Time Management & Multitasking
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Professional Experience

Inventory / Operations Support Executive

BlazeTech Cloud & Infra - Tech Mahindra, India

Jan 2025 - Nov 2025 - Supported daily inventory operations including receipt, storage, issuance, and return of tools, equipment, and consumables. - Maintained accurate stock records and updated systems to track material movement and availability. - Coordinated allocation of tools and parts to operational teams based on work instructions. - Conducted routine checks of storage areas to ensure safety, cleanliness, and compliance with storage conditions. - Assisted in monitoring shelf life, serviceability, and availability of items to avoid operational delays. - Prepared periodic inventory and stock movement reports and highlighted discrepancies to management. - Followed company policies and procedures related to material handling, documentation, and safety.

Software Engineer – Service & Support Operations

Client: Mahindra Automobile – Mahindra Ltd., India

Dec 2023 – Dec 2024 - Maintained operational logs, system records, and handover documentation for service activities. - Coordinated with service and maintenance teams to ensure timely availability of required resources. - Ensured accurate data entry and compliance with internal procedures. - Supported audits and reviews through proper documentation and reporting.

Education

- **MBA (Online) – Business Analytics (Pursuing)**
Amity University, India | Expected 2026
 - **MCA – Master of Computer Applications**
Amrita University, India
 - **BCA – Bachelor of Computer Applications**
Amrita University, India
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Additional Information

- Willing to work rotating shifts
 - Physically fit for stores and inventory operations
 - Strong attention to detail and safety awareness
 - Willing to undergo aviation-related training (IATA DGR, AMOS)
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Languages

English | Malayalam | Hindi

Availability

Immediate