



COURSE NAME: Inventory Clerk
NSQF LEVEL: 3
REFERENCE ID: LSC/Q2108
ALIGNED TO: NCO-2004/412.00

Brief Job Description:

Inventory Clerk in the Logistics industry is also known as Inventory Executive. Individuals in this role need to collect the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers. Their responsibilities include locating missing items for reconciliation and preparing detailed reports for the management.

Personal Attributes:

This job requires the individual to have a detailed understanding of the different items stored in the warehouse, keen observation skills to identify missing items and locate floating inventory in the warehouse. The individual should also be skilled in accurately counting physical goods.

Module 1 : Introduction to Inventory

- Overview
- Introduction to the SCM , Logistics, Inventory System
- Types of inventory
- Warehousing industry and job opportunities
- Warehouse Operations & Functioning
- Use of IT or computer
- Role of inventory clerk
- Job Cycle & Responsibilities
- Stock-taking
- Verify physically counted numbers and system numbers
- Post counting activities
- Personal Attributes that Help
- Basic of Computer
- Basic of Internet
- Story / Case Study Based Brain Storming Session

Assessment for Module 1



Module 2 : Inventory Counting

- Inventory Control
- Safety and Maintenance
- Inventory Counting
- Importance and Types
- Phases in inventory Count
- Inventory information and Documents
- Inventory Record
- Storage Area and Location
- inventory classification Vs Counting Frequencies
- Precautions to Hazards
- Knowledge & Skill - Organizational
- Knowledge & Skill -Technical
- Core / Generic Skills
- Basic of MS Office
- Basic of Email Writing
- Group Discussion

Assessment for Module 2

Module 3 : Verifying Inventory (physically counting)

- Recording and Reporting
- Various types of Documents
- Packaging
- Package handling requirement
- Shop Floor Staffs
- Labelling and Coding
- technical specifications of goods
- Inventory Clerk work in the warehouse
- Reporting issues
- Basic of MS Word
- Basic of MS Excel
- Basic of Listening Skill
- Interaction With SME

Assessment for Module 3



Module 4 : Post counting activities

- Housekeeping
- Dealing with damage and reporting
- Importance of Work Instruction
- Proper Way to handle Material considering Health
- Unsafe Work Practice & reporting
- Occupational/ Environmental Health & Safety
- workplace hazards
- PPE
- MHE
- Safety Inspection
- Helpful skills and attributes
- Basic of Concall
- Interaction With Corporate
- Interpersonal Skill
- Basic of Video call
- Conflict Management
- Importance of Team
- Objection / Rejection Handling

Assessment for Module 4

Interaction with Subject Matter Expert

Certification