

# WSQ Inventory Control (Perform Stock Control for Retail Operations)

## Course Overview

- Handle receipt of goods from normal suppliers, warehouses and quick order deliveries
- Do proper returns to warehouses and suppliers
- Handle the proper documents and dispatch the documents to the correct parties upon completion of receiving
- Perform Write-Off of damaged stocks that cannot be returned
- Organize the store area to maximize space for storage of goods

## Course Outline

- Handle receiving from normal suppliers, warehouses and quick order deliveries
- Proper receiving documentation
- Checking and verifying goods received to check for expired and damaged goods
- Handling stock discrepancies
- Performing Write-Off for damaged stocks that cannot be returned
- Dispatching stocks to right departments
- Taking stock of store's goods
- Reordering of new stocks
- Address customers queries on handling and storage of seafood products

## Methodology

Lectures and hand-on practical sessions, group discussions and sharing, individual and group presentations and role play

## Who Should Attend

Storekeeper, Team Leader, Branch Executive, Branch Manager

## Course Duration

2 Days / 16 Hours

## Pre-requisites

NIL