

Store keeper Inventory Management Fact Sheet

Course Overview

The Store Keeper Inventory Management course equips participants with essential skills for effective inventory control. It covers topics such as stock tracking, order management, and efficient storage techniques. Ideal for aspiring storekeepers, this course enhances organizational abilities and ensures optimal resource management in various retail and warehousing settings.



client site training, depending on your personal preferences



learn from an expert trainer with years of experience



Budget Friendly learning

Who should enroll to this course?

The Store Keeper Inventory Management course is ideal for a diverse range of individuals looking to enhance their skills in inventory control and management.

Additionally, students in supply chain and logistics, as well as business owners seeking to optimize their stock management practices, will gain essential tools and strategies.

Join Us Today!



info@eliteoffshore.in
training@eliteoffshore.in



+91 80974 72277
+91 80974 79900



+91-22-4970 4933



G- 5, Platform Level, Tower-3,
Belapur Railway Station
Complex, Sector-11, C.B.D.
Belapur, Navi Mumbai-400614.

What does this course Covers?

- Introduction to Storekeeping and Inventory Management
 - Role and responsibilities of a storekeeper in marine/offshore/industrial setup
 - Importance of proper store and inventory control for safety and efficiency
 - Overview of ILO Code of Practice on Warehousing and Storage
 - Principles of safe lifting, stacking, and housekeeping
 - Personal protective equipment (PPE) and safe work practices
 - Types and Classification of Stores
 - Spares, consumables, hazardous materials, and provisions
 - Identification, labeling, and segregation of different materials
 - Receiving and Inspection Procedures
 - Checking of materials against purchase orders and delivery notes
 - Visual inspection, quality verification, and safe unloading
 - Storage Methods and Housekeeping
 - Layout of store and warehouse planning
 - FIFO (First-In, First-Out) and LIFO (Last-In, First-Out) systems
 - Temperature, humidity, and ventilation control for sensitive materials
 - Stock level management (minimum, maximum, re-order point)
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- Course Code - 704
 - Duration - 2 Days
 - Knowledge level - Beginner
 - Category - Public Safety Awareness
 - Offline/ Client Site

What does this course Covers?

- Inventory valuation and control techniques (ABC analysis, EOQ)
- Computerized vs manual stock control systems
- Documentation, Record Keeping, Store ledgers, bin cards, issue vouchers, and return notes
- Audit and verification requirements under ISM/ISO systems
- Hazardous Materials Management, Safe storage and segregation of flammable, corrosive, and toxic materials
- Material Safety Data Sheets (MSDS) and emergency procedures
- Fire Safety, Emergency Procedures, Fire prevention and response in storage areas
- Handling leaks, spills, and unsafe conditions
- Stock Verification, Reporting, Physical verification, discrepancy handling, and reconciliation
- Reporting procedures and communication with other departments
- Workplace Health, Safety, and Welfare
- Manual handling techniques, Ergonomic practices and accident prevention
- Roles and responsibilities under ILO and ISM safety systems

Ready to get started?

Unlock your potential in inventory management today! Enroll in the Store Keeper Inventory Management course to gain the skills and knowledge essential for thriving in the retail and warehousing sectors. Don't miss out on this opportunity to enhance your career—register now and take the first step toward becoming an expert in inventory control!

About Us

Elite Offshore Pvt Ltd, established in 2015, is a leading provider of Offshore, Marine and Industrial Safety and Skill training and certification programs. With a commitment to safety, compliance, and excellence, we empower professionals worldwide with the knowledge and skills they need for success in their careers.

Ecademy was established in 2021, serves as our specialized division, providing customized E-Learning solutions designed to meet the specific needs of the industry. Through Ecademy, we offer the IADC-Accredited RigPass Online Course, alongside other valuable E-Learning programs like IMDG Code Courses, Basic First Aid, and more.