ROBERT SMITH

Inventory Administrator

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SUMMARY

As an Inventory Administrator, responsible for Managing the inventory of microcomputers, peripheral equipment, and computer supplies for the Information Technology department, etc.

SKILLS

Microsoft Office, Administration, Manufacturing, SAP Systems, Logistics Management, Inventory Control.

WORK EXPERIENCE

Inventory Administrator

ABC Corporation - October 2005 – January 2012

- Performed Materials Management functions associated with the maintenance of all related records and documentation for the receipt, storage, custody, and issue of consumables, tools, bulks, spares, equipment, and permanent plant materials to be received at the project temporary operating and job site locations.
- Reviewed purchase order receiving documentation including commercial invoices, packing lists, and bills of lading for accuracy and completeness.
- Performed count and inspection of all arriving material.
- Ensured receipt documentation is retained and recorded in BPS with permanent material receiving the report (MRR).
- Prepared documentation (UOS&D Report) to record unsatisfactory, over, short and damaged conditions of materials received and maintain UOS&D Log.
- Ensured that all material is sorted in accordance with the project storage plan and that the location of material in storage is properly reflected on the appropriate storage records (manually or automated).
- Performed complete or partial inventories as required to validate inventory records.

Inventory Administrator

Delta Corporation - 2004 – 2005

- Managed Parts Inventory, Unit Inventory, Shipping and Receiving, Parts Sales, Web Sales, Warehouse Coordinator Accomplishments Organized System.
- Managed district systems weekly auditing verified all store parts/inventory for 24 sears auto centers /purchase orders and accounts payable present.
- assist in monthly inventory control, handle store cash rack nightly with deposits, and store accounting transactions, assist management with a human.
- Lowered inventory variance cost and spending.
- hold weekly team meetings, meet customer needs by communication, complete training in a timely manner Skills Used communication, accountability, record.
- Inventory controller that handles receiving and shipments.
- Review orders with customers and schedule delivery times.

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SCHOLASTICS

- G.E.D

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