

Robert Smith

Inventory Associate/Data Entry Clerk

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Microsoft Office Suites,
Outlook, Computer
Hardware, 50 WPM
Typing, Procurement

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

Experienced Inventory Associate with strong leadership and relationship-building skills. Responsible for providing an efficient and professional administrative and clerical service to colleagues, manager, and supervisors to facilitate the efficient operation of the office. To obtain a valuable position in a challenging environment that will utilize my skills and promote innovative thinking.

WORK EXPERIENCE

Inventory Associate/Data Entry Clerk **ABC Corporation - August 2012 - May 2016**

Responsibilities:

- Compared the merchandise invoices to items actually received to ensure that shipments are correct.
- Took inventory or examined merchandise to identify items to be reordered or replenished.
- Stocked shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Stamped, attached, or changed the price tags on merchandise, referring to price list.
- Responsible for the requisition merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials.
- Posted totals to inventory records and computed figures against purchase invoices to obtain current inventory.
- Compiled and maintained records for quantity, type, and value of the material, equipment, merchandise, or supplies in stock.

Inventory Associate **ABC Corporation - October 2007 - July 2012**

Responsibilities:

- Performed unload and receive of inbound furniture orders which will require manually moving large, heavy goods.
- Used scan technology to document pertinent carton level information, including condition, quantity, and warehouse location of the material.
- Proactively monitored order management systems to ensure that all orders have been received properly and that detailed descriptions are provided for any Overage/Shortage/Damage issues.
- Performed regular cycle counts to ensure inventory is accurate and up to date.
- Picked deliveries from inventory and stage them by truck and stop number.
- Provided direct input into the existing user tools and make recommendations for improvements based on your everyday experience
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

High School Diploma - (Miami Northwestern Senior High School - Miami, FL) DIPLOMA in General Studies - August 2007 (BARRY GOLDWATER HS)