

Inventory Auditor/Manager

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Objective

Seeking to obtain a position where I can apply my talents and where I can assist others while challenging and expanding my knowledge.

Skills

Sterile Field Infertility.

Work Experience

Inventory Auditor/Manager

ABC Corporation - 1999 - 2001

- Review of damaged goods, returns, markdowns, and store use reports.
- Correction of transfer errors and store requested changes.
- Sales Audit Staff Accountant Responsibilities Included Audit of daily store sales.
- Reconciliation of Western Union wires, money orders and utilities for all locations.
- Preparation of wire transfers and paperwork for payment to Western Union.
- Reconciliation of depository, lottery, and alcohol bank accounts.
- Distribution of gift certificates to all locations and completion of journal entries to relieve store inventory when used.

Inventory Auditor

ABC Corporation - 1998 - 1999

- Included counting stock, balancing safe, uploading invoices, filling out snitch sheets, taking pictures of areas in the store to see the condition, calculating overs/shortages, refreshing/uploading our falcons (10 digit).
- We would travel to stores anywhere between Bel Air to College Park (60 miles) and completed 3 inventories a day.
- Gained experience with the 10 digit handheld and eventually became the fastest and most accurate auditor on the team.
- Took on additional responsibilities and helped lead the group in assigning areas to complete.
- Would be the Inventory Auditor Leader on any days where our normal leader had to miss.
- Helped in the creation of an excel sheet that would add up all the stock for each section of food.
- Created friendly work relationships with all managers and division leaders of the stores..

Education

- (OHIO STATE UNIVERSITY - Mansfield, OH)