

# Inventory Control Analyst II

## ROBERT SMITH

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### Objective

Results driven, highly qualified Inventory Control Analyst II offering 17 years experience. Top performing team player with strong management and organizational skills with a Focus on attention to detail and sense of urgency, well-versed in warehouse operations, shipping, and logistics.

### Skills

MS Office, SAP, AS400, Lotus Notes, Materials Management, Cross-functional Team Leadership, Analytical Thinker, Proficient In MS Office, Forklift Operation

### Work Experience

#### Inventory Control Analyst II

**Haier America** - 2004 - 2017

- Utilized SAP daily to track on-hand inventory and processed transactions where needed.
- Collaborated cross functionally between finance, operations logistics/supply chain on all matters pertaining to inventory.
- Gathered reviewed all proposed inventory adjustments from 3pl and submitted for approval to executives.
- Performed thorough research document inventory discrepancies utilizing the daily reconciliation reports.
- Leveraged all available resources to identify root causes and supply possible solutions.
- Analyzed and researched workflow, process compliance, inventory efficiency with our 3PL partners.
- Updated inventory availability and allocation on all inbound containers.

#### Inventory Control Analyst

**ABC Corp** - 2000 - 2004

- Maintained SOP's for inventory and 3pl to increase accuracy between warehouse management systems.
- Coordinated projects utilizing project management principals for inventory related projects.
- Maintained SAR database using Microsoft Access, with inputting of serial numbers of all scrapped products.
- Communicated with approved scrapped vendors to verify correct processing of equipment.
- Accountable for the physical inventory of all materials/stocks which approximately totaled \$65,000,000.
- Updated reports of all stock perishables to make sure receivables were accurate and of good quality.
- Maintained the number of supplies and monitored the shelf life of perishable items based on receipts or invoices for submission to the accounting dept.

## Education

BS in Business Management - June 2000(Hampton University )