

ROBERT SMITH

Inventory Control Analyst

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SUMMARY

Experienced Inventory Control Analyst with progressive experience of 6 years in areas of logistics, asset management, inventory management, discrepancy resolution, and receipt and distribution. Demonstrated ability to lead effective teams in customer relations as well as developing effective logistics governance strategies. Exceptional interpersonal, communication, and relationship building skills.

SKILLS

SAP Inventory Systems, Kanban Inventory Systems, 5s Lean Manufacturing Training, Lean Six Sigma

WORK EXPERIENCE

Inventory Control Analyst

U.S. Foods, Inc - October 2012 – Present

- Assisting in supervising the warehouse operations team in the receipt and distribution of goods to multiple facilities including grocery stores, convenience stores, and restaurants.
- Conducting driver check-in to verify any and all goods returned and confirm inclusion back into inventory.
- Running daily order report detailing customer orders and compare to what was pulled from inventory to fulfill the request.
- Identifying discrepancies in the shipments as related to what was requested and report to management.
- Running daily shortage report detailing the inventory prior to order fulfillment to verify if discrepancies were based on lack of physical inventory or failure to pull correct items from inventory.
- Issuing the credit back to the customer when items were shorted on the order and when items were back-ordered.
- Transferring fresh products to the frozen section once the fresh shelf life has expired and document all transfers to and from the frozen section for management.

Inventory Control Analyst

ABC Corp - May 2011 – November 2011

- Ensured that all order receipts are printed and included in shipment documentation.
- Entered information into tandem software data into a database to track order inventory and inventory adjustments.
- Conducted credit verifications, quantity verifications, location transfers, donations, and disposals.
- Conducted meetings with several departments including purchasing, operations, and transportation to ensure most efficient means of customer satisfaction.
- Trained new personnel on inventory flow and inventory data recording procedures.

- Worked with lifespan recycling company to decrease the number of reporting days from 7 days to 2 days.
- Analyzed scrap process in order to meet quarterly targets and reduce costs.

SCHOLASTICS

- B.S. in Business Administration - May 2012(Supply Chain Management University Of Maryland)