

ROBERT SMITH

Inventory Control Analyst

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Growth-oriented Inventory Control Analyst with expertise in accounting principals and computer skills. Strong analytical and organizational skills. Demonstrated success in communicating across all department levels and managing multiple priorities.

JUNE 2017 - PRESENT

INVENTORY CONTROL ANALYST - ALLEN INSTITUTE OF BRAIN SCIENCE

- Performing data entry in Oracle daily for inventory transactions from the stockroom.
- Creating requisitions to have inventory ordered that has reached the minimum from its min/max levels.
- Creating barcode labels in Cispro for all hazardous materials before being put away in their EHS cabinets.
- Performing daily routine of refilling stock levels from overstock then straightening up inventory.
- Member of an inventory committee that has bi-weekly meetings to go over inventory related topics.
- Using Outlook to communicate with buyers and research associates about inventory related issues.
- Creating and editing the Excel spreadsheets for inventory master lists and adding new items from inventory requests.

JANUARY 2008 - 2017

INVENTORY CONTROL ANALYST - ABC CORP

- Developed and implemented inventory control procedures and showed improved efficiency through their implementation.
- Coordinated and managed daily physical cycle counts and solve inventory discrepancies by conducting daily inventory analysis.
- Received all incoming raw materials, finished product and supplies into the SAP system.
- Performed daily cycle counts and used the ERP system to research and determine the cause of any variance.
- Conducted an in-depth investigation of inaccurate inventories, look for root cause and provide recommendations for prevention.
- Collaborated with the finance team to update and maintain FCHS excess and obsolete inventory.
- Worked with the sales team to develop short and long-range forecasts that reflect current product portfolio as well as planned new product introductions.

EDUCATION

Associates in information Technology in information Technology - 2009 to Present(Everett Community College)Diploma - (Wyomissing Area High School)

SKILLS

Change Management, Coding, Gap Analysis, Process Improvement, Project Management, Management, Inventory Management, Logistics, Warehouse Management, Operations