ROBERT SMITH

Inventory Control Analyst

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SUMMARY

Inventory Control Analyst experienced in Supply Chain Management. Passionate and motivated, with a drive for excellence. 5 years of experience with a broad range of Materials Management background. Areas of Key Strengths: Warehouse Operations Supply Chain Asset/Property Management Logistical strategies Inventory Management Discrepancy Resolution Receipt and Distribution Product Disposal.

CORE COMPETENCIES

Inventory Management, Analytics, Administration, Account Management, Customer Service, Microsoft Office, Leadership, Time Management, Event Planning

PROFESSIONAL EXPERIENCE

Inventory Control Analyst

ABC Corp - June 2014 – Present

Key Deliverables:

- Responsible for overall inventory accuracy of import receiving warehouse.
- Reporting any inventory negatives, researching and entering a transaction to correct inventory.
- Reporting transactions entered by cycle counters, researching, and entering any necessary transactions to correct inventory.
- Reporting the inventory with quality issues, performing a transaction to move out of usable inventory, order replacement parts, ensuring kits are moved back into useable inventory once replacement parts are received.
- Entering appropriate transactions to remove any kits issued due to line repairs.
- Reporting the number of incoming import containers to help determine the number of off-set days to be entered into the system.
- Reporting, researching and locating any kits that remain scanned to a staging location.

Inventory Control Analyst

ABC Corp - September 2013 – June 2014

Key Deliverables:

- Discovered and communicated unplanned shortages found in the pulling process.
- Communicated material shortages or issues and performed part number revisions as needed.
- Increased production by 30% by refining bill of materials to pull material in the work cell in an orderly fashion and on an as-needed basis.
- Worked with SAP team to develop and test a new pull list system that increased the efficiency of material being pulled from stock by 45%.

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- Monitored and corrected shop orders (production formulas) to ensure accuracy in finished goods produced and raw materials used.
- Reviewed finished goods rework used in production and made required adjustments.
- Accounted for all shop orders and closed shop orders not produced, entered research lab, quality control, scrap and material consumption adjustments.

EDUCATION

Bachelor Of Science in Business Technology - August 2000 to May 2005(Blue Mountain College - Blue Mountain, MS)Management, Business Communications, Management - August 1996 to May 2000(Blue Mountain High School - Blue Mountain, MS)

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