

Robert Smith

Inventory Control Analyst

CONTACT DETAILS

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PERSONAL STATEMENT

Inventory Control Analyst with 14 years of experience in inventory control, quality, shipping and receiving, purchasing, and supervision. A dedicated and loyal professional offering a background combined with the following qualifications and experience: Communication to all levels of management, Adherence to quality and accuracy, Team building and leadership, Record of reliability and loyalty in every position held, Willing to work beyond job requirements, Proficient in Oracle applications.

SKILLS

Management, Inventory Management, Logistics, Warehouse Management, Operations, Troubleshooting, SAP to Excel reporting, Problem Solving, Outlook

WORK EXPERIENCE

Inventory Control Analyst

Phillips Pet Food & Supplies - November 2009 - September 2014

Responsibilities:

- Identified and reported on frequent issues that create inventory discrepancies and suggest corrective actions to be implemented to avoid reoccurrences of the problems.
- Responsibilities included cycle counts and inventory reconciliation for finished goods and inventory.
- Evaluated existing inventory control procedures and correct them as required.
- Performed recording for inventory inspection finding and report discrepancies as necessary.
- Executed supervision methods and demonstrate improved efficiency through their implementation.
- Performs audits and reviews data from multiple sources to determine the accuracy of inventory records, parts requirements, and delivery schedules and distributes materials management reports to impacted partners for review and immediate action.
- Making fact-based decisions to improve process efficiency and reduce costs across supply chain functions.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Warehouse Order Puller

Phillips Pet Food & Supplies - January 2000 - 2009

Responsibilities:

- Took orders from supervisor and move items from storage areas to the shipping pallet.
- Read work orders and ensure that they coincide with order pulling activities.
- Located items in storage areas and ensure the accuracy of item and batch number.
- Physically pulled orders from shelves and load them onto forklifts or carry smaller items by hand.
- Transported items to the quality check area and look for any damages or discrepancies.
- Packed items into boxes or cartons and ensure that they are labeled properly.
- Transported packed items onto the shipping pallet and assist in loading

them onto the delivery van or truck.

Education

Diploma - 1997(George Jenkins High School)