

ROBERT SMITH

Inventory Control Associate/Analyst

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To acquire a challenging career with a solid company utilizing the opportunity to offer proven and developing skills within the company.

OCTOBER 2014 - 2019

INVENTORY CONTROL ASSOCIATE/ANALYST - SAV-A-LOT SUPER MARKET

- Receiving and stacking of store merchandise and verifying the same with the items listed in the purchase order Appropriately handling and storing of the received goods and supplies Sorting the goods and merchandise and assigning relevant price tags and labels to the same.
- Maintaining regular inventory counts and keeping a record of all stored goods.
- Organizing the merchandise on the store shelves.
- Ensuring cleanliness and order in the storeroom and in the store.
- Synchronizing work functions with co-workers and other departments of the establishment.
- Reporting discrepancies such as loss and damage of goods to the supervising manager.
- Completing all assigned tasks assigned by the supervisor.

2012 - 2014

INVENTORY CONTROL ASSOCIATE - ABC CORPORATION

- Core Responsibilities Maintained accurate inventory of all departments within the distribution center.
- Perform quality control and auditing responsibilities.
- Performed perpetual cycle counts and all supplemental counts requirements.
- Monitor warehouse damage and initiate resolution.
- Documented and managed the inventory control system utilizing desktop computers and RF computers mounted on equipment.
- Maintained accurate, organized files for inventory reporting purposes.
- Processed vendor and store returns..

EDUCATION

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SKILLS

Machine Operator, Manufacturing, Assembler, Forklift Operator, Soldering, Welding, Supervisor, Construction, Carpentry.