

Material Logistics Analyst

ROBERT SMITH

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Objective

Over 15 years' experience working as a strategic thinker, effective communicator and proficient system user in the accounting field with an outstanding ability to exceed expectations. Additional experience in Customer Service/Call Center /Collections w/ SAP and MS Office experience as well. A demonstrated ability to set goals and multi-task. Extensive experience in supporting business professionals.

Skills

Microsoft Office, Sap, As400.

Work Experience

Material Logistics Analyst

ABC Corporation - September 2014 - September 2015

- Data entries of customers pick up details into ERP system for purpose of invoicing and inventory reconciliation.
- Collecting and gathering information from terminals as needed for clarification on shipping documentation.
- Organize and manage the movement of e-mails in group Outlook Inbox for billing support for our Accounts Receivable department.
- Approving invoices from terminal sites as needed by reconciling shipment details in ERP system.
- Ability to interact with internal departments such as Order Entry for the purpose of adjusting customer purchase orders to allow for entry of accurate shipment details Ability to interact with terminal sites as needed to resolve ticketing and billing issues.
- Demonstrated ability to work independently and solve problems.
- Proficiency with Microsoft Outlook, Excel, and Word.

Logistics Analyst

ABC Corporation - 2010 - 2014

- Developed KPI workbooks and automation tools and made recommendations based on data analysis.
- Forecast inventory levels and purchasing plan based upon sales demand and available inventory.
- Automation of vendor price increase spreadsheets saving 1000 hours of admin labor annually for a cost savings of \$150,000.
- Created end user tools aligned with department KPIs increasing productivity by 225% in the first week.
- Developed tools including automated import templates and service level database saving \$1-2K each.
- Created Invoice Jeopardy Report to prevent loss of \$9.6M in discounts annually.
- Developed inventory optimization and predictive modeling tools capable of guiding the placement of millions of dollars of inventory efficiently.

Education