

Junior Production Control Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking to acquire a challenging position, where one can utilize educational background, professional experiences, strong organizational, analytical and problem-solving skills to gain further experience and enhance the company's productivity and reputation.

Skills

Inventory Supervision, Customer Service, Computer Skills, Communication, Sales, Reporting, Security, Microsoft Office, Languages.

Work Experience

Junior Production Control Specialist

ABC Corporation - July 2000 - December 2005

- Plan daily production rates for Machining Facilities based upon orders and sales forecasts.
- Perform daily inventory and evaluate the inventory levels of both raw and finished goods to insure a good balance with minimum overhead.
- Lead daily planning meetings to discuss unmet targets and plan recovery of any possible lost production.
- Processing of orders and forecasting from customers.
- Lead person for OWK (One-Way Kanban), a method of web-based EDIKanban production.
- Arrange and plan shipment with carriers to meet shipping needs. (Inbound and outbound freight) Maintain orders from outside sourcing to provide balanced inventory in- house.
- Contact for multiple customers for orders, planning, and various other duties.

Production Control Specialist

ABC Corporation - 1999 - 2000

- Coordinated with managers to ensure timely product delivery, the flow of incoming materials, and efficient use of work-space.
- Analyzed and resolved problems related to stock availability, engineering changes, work delays, and mechanical trouble.
- Determined personnel requirements for effective scheduling.
- Trained personnel in developing skills and procedures.
- Compiled and maintained manual and computerized records, such as material inventory, in-process production reports, and status and location of materials.
- Computed amount of material required to complete job orders, applying knowledge of product and manufacturing processes.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Diploma