

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Receiving Manager II

SUMMARY

15 years of experience in management, inventory control, shipping/ receiving and logistics. Very well organized, experienced in computer programs including shipping / receiving programs. Detail oriented in inventory control and movement.

SKILLS

Windows Xp, Excel, Customer Service, Inventory Management, Logistics, Management, Oracle.

WORK EXPERIENCE

Receiving Manager II

ABC Corporation - 2002 - 2007

- Managed all aspects of operations for the receiving center, from the procurement cycle through to the disbursement of product of all store merchandise ranging between \$1 million to \$2.5 million in merchandise per truck.
- Processed 3 to 4 trucks weekly while leading a staff of twelve.
- Increased productivity by streamlining and alleviating bottlenecks in the process.
- Develop operating budget for the receiving center based on detailed forecasts provided by corporate while managing budget variances.
- Ensure inventory accuracy, security of loading dock operations, proper sequencing of deliveries and effective space utilization.
- Responsible for the scheduling and coordination of deliveries to all loading docks at Bloomingdales.
- Implement internal controls to guard against theft (Safety Prevention Team), waste and abuse of Bloomingdales property.

Receiving Manager

ABC Corporation - 2001 - 2002

- Responsible for receiving 120 million dollars worth of merchandise per fiscal year.
- Being the Hazardous Material point person for a Large Quantity Generators (LQGs) Evaluated operational records and made scheduling adjustments to maximize efficiency.
- Unloaded, picked, staged and loaded products for shipping.
- Resolved service issues in a timely manner, including coordinating and processing returns.
- Worked at a rapid pace to meet tight deadlines.
- Identified inefficiencies and made recommendations for process improvements.
- Loaded flat bed by forklift and hand truck..

EDUCATION