ROBERT SMITH

Stock Control Clerk

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SUMMARY

Over 8 years of experience, including as a Stock Supervisor and as a Stock Control Clerk in Industrial/Commercial Machinery and Computer Equipment. Most recently, I have been working as a Stock Supervisor at Kooltronic from November 2015 to November 2016. My skills and experiences include: Inventory Management, Materials Management, Warehousing, Meeting Facilitation, Policy Analysis. I hold a High School Diploma degree in Business from Nottingham High School.

CORE COMPETENCIES

Microsoft Office, Financial Reporting, Management Skills.

PROFESSIONAL EXPERIENCE

Stock Control Clerk

ABC Corporation - December 2007 – November 2015

Key Deliverables:

- Received items to stock shelves.
- Counted items received.
- Logged items received.
- Labeled items with identification tags and stickers.
- Stored items in warehouses, supply rooms, tool rooms, and other areas.
- Compared requisition orders with stock.
- Inspected inventory for damage.

Stock Control Clerk

Delta Corporation - 2003 – 2007

Key Deliverables:

- Queried excel software to locate material to be shipped Compiled, packed, and palletized shipments for transport Performed inventories of shipping .
- Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard.
- Keep records and compile stock reports.Clean Room Experience.
- Customer service - check in/out Stock control of parts Process of daily paperwork Data entry of customer information for service.
- Laura (316)946-3812 Warehouse- stock control/inventory control.
- Managed various electronic and hardcopy filing systems to ensure compliance with documentation and record storage guidelines Ensured customer service .
- Stock Control.

EDUCATION

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