



EMILY BROKLYN

INVENTORY CONTROL MANAGER

CONTACT

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journalist@domain.com

linkedin.com/in/yourname

123 Street name, Locality,

state/country, post/zip

EDUCATION

Business Administration

University / College | Location
2000-2004

Business Administration

University / College | Location
2000-2004

Business Administration

University / College | Location
2000-2004

PRO SKILLS

- Stock Levels Maintenance
- Ageing Stock Management
- Procurement
- Shipment Coordination
- Budget Preparation
- Staff Training and Development

PROFESSIONAL PROFILE

Over 5 years of rich experience in Inventory Management / Warehouse & Logistics Operations & Customer Service with a growth-oriented organization of repute. Planned, optimized, and implemented service solutions that improve the performance of supply chains – Predictability, costs, and viability, known for having excellent time management, communication and customer handling skills.

EXPERIENCE

Inventory Manager

Company / Institute Name

2000-2004

- Successfully confer with different departments to determine their requirements and devise ways of optimizing inventory processes.
- Proactively inspect levels of materials to identify shortages and create and maintain similar reports.
- Ascertain that stock levels are adequate for all distribution channels and is capable of covering direct customer demand.
- Evaluate present suppliers to decipher delivery capabilities, and identify new and cost-effective suppliers and vendors.
- Create and maintain productive relationships with vendors and suppliers to ensure timely delivery of products.

Assistant Inventory Manager

Company / Institute Name

2000-2004

- Consulted with procurement managers to determine their specific requirements.
- Ordered supplies and followed up on orders to ensure time-efficient delivery.
- Negotiated contracts with vendors.
- Handled delays with tact and urgency.
- Created and maintained correlating inventory documentation to avoid company shrinkage due to loss or theft.
- Managed handling and receipt, sampling, data entry, shipping, control substance, distribution and destruction of materials.

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Om Prakash Saini



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Resumes For Dummies Joyce Lain Kennedy,1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume

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J. Cashman, 1997

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