



Joyce

## INVENTORY MANAGEMENT



## SKILLS

- Inventory Management
- Demand Planning
- Purchase Order
- Microsoft office
- Google Sheet
- Product Listing/Uploads
- Record-keeping and following protocols

## TOOLS

- Microsoft Office
- Shopify
- Trello
- Ship station
- Google Sheet
- SKU Vault
- SAP
- WMS

## EDUCATION

- Information Technology  
2011 - 2014

## SUMMARY

Versatile Inventory Specialist with advanced problem-solving and time management abilities. Proficient project coordinator and administrative leader. Highly familiar with inventory counts, business audits and documentation requirements.

## WORK EXPERIENCE

2023/03-  
Present

### INVENTORY SPECIALIST

(REMOTE)

- Tracking our inventory levels and updating stock information in from stores to Google Sheet for monitoring
- Creating purchase orders
- Purchase Order
- Updating Excel and Google Sheet inventory tracker
- Demand Planning
- Coordinating with our customer service team about out of stock.
- Product Listing/Uploads

2022/05-  
2023/01

### INVENTORY SUPERVISOR

- Oversees team of inventory and warehouse personnel.
- Manage and cross-checking inventory tracking system to record deliveries, shipments and stock levels.
- Create and update KPI to Analyzes daily product and supply levels to anticipate inventory problems and shortages.
- Develops business relationships with suppliers and clients.
- Initialize Monthly and Daily Cycle count
- Initialize reconciliation and Root cause analysis

2020/08-  
2022/05

### DOCUMENT CONTROLLER CUSTODIAN

#### INDORAMA VENTURES PACKAGING DAVAO DEL SUR

- Manage Document uses inside production and operation
- Updating Document base on the updated file (SOP, References and Trainings)
- GMP Auditor
- Manage store of original document as well as destruction of deleted files and not updated documents.
- Data Entry

2018/05-  
2020/08

## **INVENTORY CONTROL ANALYST**

- Create and Update Daily KPI and daily warehouse utilization report
- Cross checking of tracking shipments.
- Performing regular inventory counts (IRA).
- Drafting inventory reports that document inventory counts, discrepancies, and other statistical data.
- Prepare customer billing and sent to finance department

2016/08-  
2017/10

## **INVENTORY STAFF**

- Maintaining and updating records
- Inventory Month-end Count
- Reporting discrepancies between physical counts and computer records.
- Stocking and distributing supplies, equipment or merchandise.
- Creation of Billing report