
Inventory Auditor Resume

Job Objective

Seeking a position in which to enhance my career as an Inventory Auditor by becoming a valued member of your team.

Highlights of Qualifications:

- Remarkable experience in inventory auditing
 - Sound knowledge of management, bookkeeping and accounting practices
 - In-depth knowledge of manufacturing and accounting
 - Amazing ability to work ineffectively in stores and warehouses
 - Ability to gather relevant facts and perform root cause analysis
 - Proficient in Microsoft Office tools and applications
 - Excellent communication skills through speaking, listening, and writing at all levels
 - Outstanding time management and interrelations skills
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Professional Experience:

Inventory Auditor, August 2005 – Present
Circle K Stores Inc., Lakeland, FL

- Utilized inventory equipment to count merchandise.
- Completed cash reconciliation and verified daily deposits.
- Performed multi-tasks in a fast paced environment.
- Conducted surveys and ensured conformity with operational and monetary procedures.
- Contributed to team effort by achieving desired results.
- Ensured to work in a safe manner by complying with procedures, rules and regulations.

Inventory Auditor, May 2000 – July 2005
Adecco, Lakeland, FL

- Audited item signs to accurately maintain inventory.
 - Researched and recorded all departmental rings and price adjustments.
 - Managed to back-up all manual shipping documents initiating appropriate action.
 - Attended meetings and conferred concerns and solutions for losses.
 - Assisted in maintaining biannual inventories.
 - Provided quick customer service to employees and suppliers.
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Education:

Bachelor's Degree in Business Administration, New Mexico State University, Las Cruces, NM

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