
Stock Controller Resume

Job Objective

Respected Stock Controller seeks position where my skills would be used for the betterment of the company and its employees

Highlights of Qualifications:

- Ability to read and comprehend instructions, bills of materials, routings, and procedure manuals
 - Ability to complete all required receiving and shipping paperwork and documentation
 - Wide knowledge of revenue recognition issues
 - Ability to review journal entries, reconciliations and reports
 - Ability to analyze accounts investigate variances and issues
 - Proficient with ERP system, IMS, Exporter and E-mail
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Professional Experience:

Stock Controller

Honeywell International, Buffalo Grove, IL

August 2005 – Present

- Unloaded incoming trucks and moved materials to their proper storage bins and locations.
- Picked materials and components per shop orders and customer orders and delivered to the manufacturing or shipping areas.
- Packed completed parts, assemblies or components for shipment to customers following departmental procedures.
- Loaded finished products for shipment onto trucks or delivery vehicles.
- Completed and maintained all required paperwork, records and documents.
- Followed and complied to all safety and work rules and regulations.
- Maintained departmental housekeeping standards.

Stock Controller

NFI Industries, Buffalo Grove, IL

May 2000 – July 2005

- Assisted customers in locating product and answered product questions.
 - Loaded, unloaded and moved heavy and bulky products.
 - Provided work direction, motivation and training to other department personnel.
 - Performed duties of Stock Control Representative and Stock Control Specialist as needed.
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Education:

Bachelor's Degree in Finance

Washington State University, Pullman, WA

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