

**MARIE CRIS B. MADRID**

International City, Dubai UAE

Contact No. 050 861 9623

Email Add: madrid.mariecris@gmail.com

OBJECTIVE:

To acquire more knowledge and skills on various aspects and make the most of my capabilities for the benefit of the company and my own career growth.

QUALIFICATIONS:

Analytic, keen and detail oriented.

Versatile, quick learner.

Highly organized and dedicated with a positive attitude.

Able to handle multiple assignments under high pressure and consistently meet tight deadlines.

Thrive in working in a challenging environment.

Can work with minimum supervision.

Extremely strong team leader and member.

Honest and trustworthy.

Have good written, oral and interpersonal communication skills.

Excellent computer skills & data entry.

WORK EXPERIENCES:**Inventory Controller**

January 2014 – January 2016

Reflex Value Concepts

Dubai Textile City, UAE

Manage both warehouse and retail stores inventory.

WAREHOUSE

Keep track of the incoming/outgoing stocks.

Maintain system accuracy by ensuring all transactions was updated in the system.

Make entry of Sales Invoice>Returns.

Analyze warehouse & store random count result on daily basis & suggest offsetting adjustment.

Assist picker by giving correct information of stock availability & location with regards to preparing store replenishments and wholesale orders.

Ensures inventory accuracy by conducting biannual warehouse stock take.

Investigate in case of discrepancy by reviewing transaction files and compare with system entry.

Make necessary adjustment upon management approval.

RETAIL STORES

Monitor opening and closing quantity of all branches by checking their daily IN/OUT transactions and compares with system balance.

Keep track of stocks transfer from one store to another and make system update upon receiving the acknowledgment.

Ensures inventory accuracy by conducting biannual store stock take.

Assist Sales Personnel with stock availability query.

Investigate in case of discrepancy by reviewing transaction files and compare with system entry.

Make necessary adjustment upon management approval.

Inventory Clerk

June 06, 2011 - July 31, 2013

JJ Asia Logistics

Sta. Ana Manila, Philippines

Manage incoming/outgoing stocks and encodes to daily inventory stock movement report to obtain current balance inventory.

Ensures accuracy of inventory with daily reconciliation of encoded records against warehouse ledgers and participating in term physical count.

Investigate and prepares report regarding discrepancy and defective stocks.

Compiles delivery receipt and inter branch form and attached on term stock movement report.

Prepares goods/ spare parts arrival and summary report.

Coordinates with Technical Department regarding the spare parts needed and issue Purchase Order.

Prepare fast moving and slow moving goods.

Warehouse Inventory Encoder Benby Enterprises

July 2010 - January 2011 Valenzuela City, Philippines

Encodes daily inventory update from incoming & outgoing details.

Prepares inventory report such as stock on hand, near expiry, critical stocks & out of stocks.

Check inventory rate accuracy & locator map accuracy on daily basis with regards to stockmen updates.

Assist the stockmen on their daily storage to pick line replenishment following the FIFO policy by providing them expiry dates & locations.

Reconcile encoded files against actual inventory by participating on biannual physical count.

EDUCATIONAL ATTAINMENT:

Electronics and Communications Engineering Technology SY 2004 - 2007

Mariano Quinto Alarilla Polytechnic College

Meycauayan City Bulacan, Philippines

PERSONAL DATA:

Nationality: Filipino

Civil Status: Single

Religion: Seventh Day Adventist

Birth date: September 10, 1987

Age: 28

Height: 5'2"

Weight: 182 lbs.

REFERENCES:

Available upon request.

I hereby certify that the above information is true & correct to the best of my knowledge and belief.

MARIE CRIS B. MADRID

Applicant