**Larry K. Kahn**

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**Career Summary:**

Dynamic, motivated and certified Inventory Control Analyst with over 5+ years of experience in managing inventory stock, and improving efficiency at the warehouse. Ability to handle the demand-supply gap, taking crucial decisions, discard low quality products, and ensuring long-term client relationships.

**Summary of Skills:**

* Adept at maintaining updated inventory stock, packaging ordered items, and providing timely delivery for maximum customer satisfaction
* Capable of providing support to the managers, reconciling inventory discrepancies, and performing accounting operations
* Adept at maintaining inventory levels, performing quality checks on the products, and regularly updating inventory databases
* Expertise in resolving critical issues and ensuring safe working environment on the shop floor/warehouse
* Proficient with MS Office Suite, Google Spreadsheets, SAP and warehouse management software
* Detail-oriented with exceptional analytical skills
* Team player with good written and verbal communication skills

**Work Experience:**

Inventory Control Analyst

Kyocera International Pvt. Ltd., Southfield, MI

May 2016 – Present

* Monitoring inventory levels in the warehouse and instructing for additional stock by analyzing market demand
* Supervising team for following daily inventory management schedule and Bill-Of-Material list to achieve the targets
* Working with all departments to assist in monitoring, tracking and driving improvements for boosting Inventory Quality Ratio (IQR)
* Performing root cause analysis of inventory variance, and preparing periodic inventory analysis reports for the management
* Suggesting improvements as necessary and continuously improving the quality of support activities
* Regularly inspecting inventory stock for identifying discrepancies in stock, and discarding items that do not meet the industry standards
* Adhering team to follow company safety policies by wearing helmet and other safety equipment

Associate Inventory Control Analyst

Illumina Services, Southfield, MI

December 2013 – April 2016

* Assisted in maintaining the integrity and accountability of the inventory through transaction documentation process and procedure verification
* Performed various duties like data entry of cycle counts, inventory adjustments, and scrap transactions for operating the warehouse management system software
* Updated ERP system with the upcoming delivery dates and communicated internal departments about urgent orders
* Carried out systematic research and coordinated physical investigations to resolve issues related to inventory variances
* Interfaced with other functional teams responsible for shipping/receiving, customer service and various departments to coordinate shortages for accelerating availability of products
* Conducted monthly analysis on the warehouse stock and prepared reports regarding inventory transactions, cycle count investigations, and variance root causes
* Identified the causes resulting in delayed packaging processes and recommended methods for improving inventory packing accuracy

Inventory Control Coordinator (Junior)

Macy's Incorporation, Southfield, MI

August 2011 – November 2013

* Entered data in the inventory database to maintain correct information about the quantity of product issued by the vendors
* Tracked the shelf life of perishable items and notified appropriate staff regarding the expiry date for making timely dispatch routines
* Regularly conducted rounds of the warehouse to identify damaged products from the lot and discard them before the packaging process
* Ensured accurate accounting of and disposition of the defective or damaged products, and notified the manager about the same
* Conducted training sessions on warehouse management procedures for the inventory control associates
* Coordinated activities of the support staff concerned with the receiving, story and managing inventorying and issuing delivery of the products to the customers
* Directed weekly meetings of the inventory staff to inform about the work load and ensured assigned tasks are completed within deadline
* Prepared and verified the requisition of additional stock items to handle the demand-supply gap and maintained good relations with clients

**Education:**

* Bachelor's Degree in Business Management  
  University of Phoenix (Southfield Campus), Southfield, MI   
  2011

**Certifications:**

* Certificate in Production and Inventory Management – APICS, 2013

**Reference:**

On request.