**John Benoit**

23 Hill Street

Alfred, NY 6536

(454)476 6456

**Objective**:

Willing to do job for the post of inventory specialist to utilize my vast experience and skills.

**Summary of Qualification**:

* Certificate of Business Studies (Commerce).
* High school diploma from Adrian College, MI (1999)

**Abilities**:

* Good team player.
* Strong seven years of experience as inventory specialist.
* Able to carry out essential duties.

**Employment History**:

PVGR Company Inc, New York, NY (2003 - Present)

Sr. Inventory Specialist

Duties Performed:

* Carried out work such as reviews, monitor & control material stocks etc
* Processed every one material requisitions from user departments
* Handled the requirement of material and recommended for approval to supervisor
* Created pay for requisition for things not held in stock as well as for stock replenishments
* Performed extra various associated duties as assigned by officer

P & G Company Inc, Allen, CS (2000 - 2003)

Inventory Specialist

Duties Performed:

* Prepared problem notes and supervised checking of stocks
* Prepared required reports as per condition and overseas all related clerical work etc
* Handled duties such as inventory control and stock records
* Investigated any large variations in expenditure prototype of a variety of supplies and advises supervisor

**IT Skills**:

* MS Word, Excel, PowerPoint; WordPerfect; Peachtree Accounting; QuickBooks