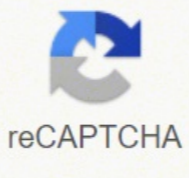




I'm not robot



Next

ROBERT SMITH

Storekeeper/Store Manager

info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Utilized computerized inventory control systems to perform & accomplish the task. Operated a forklift and power pallet jack on a daily basis to move inventory throughout the warehouse. Picked tickets/orders in the warehouse using an RF scanner and updated its shipping status in the inventory database. Utilized computerized inventory systems to perform bin counts to accomplish tasks.

EXPERIENCE

Storekeeper/Store Manager

ABC Corporation - MARCH 1995 - OCTOBER 2000

- Received incoming stock items for storage and distribution within the department.
- Maintained accurate inventory of all items in the stockroom.
- Delivered and retrieved office supplies, lab specimens, drugs, and revenue.
- Maintained inventory on all controllable items including furniture and equipment.
- Carried out logistics for major health department events throughout the year.
- Stock counting/inventory accuracy checks and ensure that the goods inward / stock control department is well organized and controlled to sufficiently support production.
- Ensures incoming parts are received and managed appropriately according to company procedure through an ERP system.

Storekeeper

ABC Corporation - 1994 - 1995

- Perform a variety of duties involved in receiving, handling, marking, preparing, displaying, and maintaining the stock levels of resale items.
- Involves regular and recurring operation of a forklift and may at store managements discretion, include order writing tasks.
- Determine the amount of shelf space to be used for various items within a department and estimates the space requirements for new items or increased quantities.
- Receive supplies, equipment, and perishable, semi-perishable, and non-perishable resale items in the receiving area of the commissary.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

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Double-Entry Bookkeeping: Journal Entry

Jan 15, 2012	Cash	10	
	Cost of Goods Sold	8	
	Sales		10
	Widgets Inventory		8
MEMO: Record sales of widgets			

- Cash - Asset - DR - increases balance
- Cost of Goods Sold - Expense - DR - increases expense
- Sales - Income - CR - increases revenue
- Widget Inventory - Asset - CR - reduces asset

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Server Sidework Checklist



Opening Sidework Functions

Week Starting	MON	TUE	WED	THU	FRI	SAT	SUN
Station 1 — Wait Station:							
Clean & wipe down wait station							
Stock & ice down milk & cream							
Stock sugar & sweeteners, coffee, decaf, tea, bottled drinks							
Stock glass es, straws, napkins, coffee cups & saucers							
Cut lemons & limes							
Ice down garnishes							
Brew coffee & tea							
Have back-up beverage canisters and CO2 tanks ready to replace empties							
Server Station 2 — Food To Go Area:							
Stock to-go area with to-go containers, napkins, cups, lids, plastics & serveware and to-go bags							
Fold to-go plastic serveware with napkin, salt and pepper packet, tie with rubber band							
Insert to-go menus into to-go bags							
Server Station 3 — Tables:							
Take down chairs							
Clean & wipe table tops							
Clean & wipe chairs & booths							
Align & straighten chairs							
Check floor & sweep/mop if necessary							
Station 4 — Table Tops:							
Set tables — flatware, glassware, napkin							
Refills salt & pepper							
Clean condiment holders							
Stock sugar, sweeteners, ketchup, table sauces							
Fold additional napkins							
Clean & setup centerpieces (flowers / candles)							
Place clean ashtrays on tables in smoking section							

Inspection Date	Reported by	Type	Hardware	Asset Tag #	Service Tag #	Location	Results
MMGGYYYY	Report prepared by	General	Inventory Item ID	Asset Tag #	Service Tag #	Location #1	Found
MMGGYYYY	Report prepared by	Hardware	Storage Device ID	Asset Tag #	Service Tag #	Location #1	Found
MMGGYYYY	Report prepared by	Operating System	Vendor	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Monitor	Product	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Connection	Model	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Peripherals	Version	Asset Tag #	Service Tag #	Location #1	Found
MMGGYYYY	Report prepared by	Backup	Install Date	Asset Tag #	Service Tag #	Location #1	Missing
MMGGYYYY	Report prepared by	OS (OS)	Support Vendor	Asset Tag #	Service Tag #	Location #1	Missing
MMGGYYYY	Report prepared by	General	Maintenance Vendor	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Hardware	Maintenance Log Annual	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Operating System	License/Client	Asset Tag #	Service Tag #	Location #1	Found
MMGGYYYY	Report prepared by	Monitor	Inventory Tag/Num	Asset Tag #	Service Tag #	Location #1	Missing
MMGGYYYY	Report prepared by	Connection	OS/OS	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Peripherals	Storage USB	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Backup	Disk Memory USB	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	OS (OS)	Video Memory USB	Asset Tag #	Service Tag #	Location #1	Found
MMGGYYYY	Report prepared by	General	Operating System	Asset Tag #	Service Tag #	Location #1	Missing
MMGGYYYY	Report prepared by	Peripherals	OS Version	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Operating System	OS Service Pack	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Monitor	Monitor Type	Asset Tag #	Service Tag #	Location #1	Out of Stock
MMGGYYYY	Report prepared by	Connection	Monitor Type	Asset Tag #	Service Tag #	Location #1	Found

Create a column for remaining stock Next, add a column to track the number of units currently in stock. For instance, manufacturers often need to track inventory as raw materials, goods in process, or inventory ready to sell. Check out ShipBob's advanced reporting features to learn more and see what your inventory reports could look like for your business. Create a column for descriptions Describe the items in another column. Ordering too late results in out-of-stock items and lost sales. 4. Inventory tracking (within warehouses) If you have a large amount of inventory and high sales volume, you need to track the locations of your inventory within the warehouse(s) you use for order fulfillment. Ordering too much too soon ties up your cash, increases your risk of damaged inventory, and requires more space for warehousing. Creating manual inventory reports can be the perfect solution for smaller businesses with low sales volume. 2. Once it's in your fulfillment center, you'll want to track each product as inventory received, stowed, picked for an order, packed in a box, and shipped to a customer. The inventory report is a physical or electronic document with numbers representing product you're able to sell now, inventory you are ordering, or inventory you need for internal business use. It can also help you: Keep track of items ordered within a certain date range If you order from more than one supplier Identify affected products in the case of a recall If you need to return damaged merchandise If your inventory is perishable, or regularly changes in cost, you may need to track the location for the sake of FIFO (first in first out) or LIFO (last in first out) inventory rules. This can put ecommerce businesses that are gaining traction at a higher risk of running out of an item when a customer is ready to order. Assign a price to each item List the price of each item so you can quickly pull out the total value of your inventory and the value of each item, based on price and quantity. Businesses of all sizes must be able to report on financials, output, and sales, among other data points. Just remember that excessive safety stock adds to your expenses. The only way to truly keep accurate inventory is to use an automated system that syncs with your point of sale software and updates your inventory with each and every sale. All of this information comes from having the right inventory system in place and evaluating it regularly. Tracking SKUs by inventory storage location and keeping everything organized can make your job easier by preventing unnecessary movement, double-handling of products, and even lost inventory. 1. Ecommerce business owners need to reduce the chance of this happening. Unlike a physical business, ecommerce purchases are made outside of regular hours and from all corners of the world. How to write an inventory report You can create a basic inventory report in Excel or Google Sheets to track inventory; However, this does not allow for automated updates and only represents a snapshot at one point in time. An inventory report is a summary of the amount of inventory a business has on hand at a given time. 3. Inventory levels should be updated as often as possible to ensure accurate and complete numbers. A best practice for inventory reporting is to connect the systems that utilize your supply chain and customer order data (more on that below). ShipBob connects to your ecommerce store and handles ecommerce fulfillment for you. That's why inventory tracking is key for retail, wholesale, and manufacturing businesses. You need to know what you have to ensure you don't run out before customers' orders are fulfilled. That way, you always know exactly what you have and can reorder merchandise or supplies right on time. You can customize them to fit your unique business and products. Create a column for inventory items Similar to an inventory sheet template, create a list of items in your inventory using a vertical column. To do that, you need accurate numbers to understand when it's time to reorder and what the reorder quantity should be. Before we dive into too many details let's go back to the basics. What is an inventory report and how can inventory reporting make it easier to run your ecommerce business? You can access detailed reports, complete with charts and graphs, to help you see your stock at a glance. What is an inventory report? A list of items in each category that's updated in real-time allows you to track inventory as it moves throughout the supply chain. Select a time frame How frequently you choose to update your inventory report will depend on your needs. By syncing with your ecommerce platform, inventory reports are updated in real time to reflect exactly what you have in stock, minute by minute. Use the templates above to create your own now. Inventory reporting for ecommerce A retail shop with a stockroom requires inventory tracking, but their needs are very different from an ecommerce business owner when it comes to inventory management. Accurate inventory reporting tells you exactly when your stock levels reach the reorder point so you can restock inventory on time. Here are the steps to create a basic inventory report that requires manual updating. The inventory valuation of each category or step is a necessary part of tracking the cost of goods sold for tax purposes and inventory accounting. Having accurate and timely numbers available helps you make sound decisions and run operation smoothly. Inventory categorization Depending on your industry, there could be a number of ways to categorize your inventory. What are inventory reports used for? Automate your reporting with ShipBob ShipBob simplifies the process for ecommerce sellers through accurate inventory reporting. Good inventory reports contain up-to-date information with a high level of detail and use visuals to make it clear how many of a given item you have in stock. This column will be updated with new purchase orders and sales orders to make sure the number is current. Inventory reports help you run your business without interruption or breaking the bank. Patterns in your inventory and sales can even help you forecast future demand, so you can budget appropriately and launch promotions if needed. The higher your sales volume, the more often you'll update it since your numbers can change rapidly. Depending on your business, you may need to track the purchase or manufacturing cost separately from the selling price. Business owners must keep products in stock without tying up cash in huge amounts of inventory. To learn more about ShipBob's order fulfillment services, including full inventory solutions, request a pricing quote. If your business has a large sales volume, sells online through an automated platform, or is growing quickly, automated inventory tracking is your best bet. This should be done at the SKU level (i.e., if you have a red shirt in four sizes, you would list out each size for a total of four entries, not one) and can be recorded as the SKU name. Looking at a mountain of cardboard boxes, it can be very unclear to see what's what. Which solution is right for you? If you have a cushion of inventory between your reorder point and zero, you can get away with less frequent updates. Inventory management One of the biggest uses of inventory reporting is managing inventory. The more SKUs you have, the more difficult and time-consuming it will be. If you're able to keep an eye on your stock levels and update often enough for accuracy, a spreadsheet-based report may be all you need. 5. Inventory reporting may just seem like extra time or paperwork, but it can save you a ton of money and unnecessary effort. Inventory valuation can also help you calculate inventory carrying costs. Frequency would also depend on how much safety stock you carry. Inventory reports help you avoid over-ordering inventory or running out of inventory when customers buy your tracking purposes. Inventory reports are helpful — and necessary — in a wide variety of ways. ShipBob offers the perfect solution to keep your items in-stock, help you cut costs, and avoid lost sales. All of your inventory is stored at any combination of ShipBob's warehouses throughout the United States, and they handle inventory reporting on-site and online. With ShipBob, you can track inventory across our fulfillment network all from one dashboard: Download inventory report templates for free If you're ready to create your own reports to track your inventory, get started with our free inventory report templates below.

03/04/2020 · Inventory management is the operational backbone of any business with a product to sell. If you are just starting out with a small number of products without many variants, Microsoft Excel is a good tool for beginners to create an inventory list template. ResumeMatch - Sample Resume, Resume Template, Resume Example, Resume Builder, Resume linkedin, Resume Grade, File Convert. Cover Letter for Jobs Certified Cisco System admin and Network engineer with over 10 years of experience in warehouse environments. Very well-acquainted with VoIP systems, inventory management, hardware & software maintenance, information security and network design. Responsible for the connectivity of 130 retail locations. Inventory Manager Job Description Template. This inventory manager job description sample can help you craft a job application that will attract the best candidates for the position. Feel free to revise this description to meet your specific job duties and requirements. Create your own custom version of this Software and Hardware System Sample Proposal in 5 steps using our proposal template and software products. This is one of hundreds of included sample business proposals. 16/07/2019 · Sub-Group. In this sample chart of accounts template the sub-group column divides each group into the categories shown in the listings below. The purpose of the sub-group is to categorize each account into classifications that you might need to present the balance sheet and income statement in accounting reports. In the sample chart of accounts for example, the ... Inventory Control - Usage Based Template. This Excel inventory template can be used to analyze the profitability of a business by comparing sales to inventory usage. Control inventory by recording stock transactions and measuring sales, cost of sales & gross profits based on any user defined date range. 03/01/2022 · Get free MS Access templates for small business company and inventory database, non profit organization, employee database, and personal student database. The latest version of microsoft access, named Microsoft Access 2019 has been released on September 24th, 2018 and compatible with Windows 10, Windows Server 2019 or macOS Sierra operating system. Inventory tracker: Free template spreadsheet for Excel. Discover how to manage your inventory. ... As the demands and complexity of your business grow, you will need to utilize a more sophisticated inventory and order management system to ensure you are well-equipped to handle an increase in stock and sales. The new and improved free inventory spreadsheet templates provide an infinitely better control and management of you inventory. With options like one click entry and macros less excel sheets, these business inventory spreadsheets are smart choices to boost your management. With the ready to use blank inventory spreadsheet template for excel one can get approximately 10 ... Access Inventory Templates. MS Access is used to create an inventory database. Access Inventory Templates will help you to keep track of products, services, employees' information, your company's stock market value, and everything related to your business.

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