



IRENE A. MANA

OBJECTIVE

To obtain a career challenging inventory analyst position where my experience and knowledge can be utilized with growth company.

PROFILE

A highly motivated Assistant Inventory Control Analyst with over thirteen(13) years of experience which have helped me develop my skills and great relationships with co-workers. I'm also passionate, motivated, detail-oriented and driven to deliver high-quality work.

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Misamis Oriental, Philippines

EDUCATION

Bachelor Of Science In Information Technology (BSIT)

— 2001 - 2005

Liceo de Cagayan University
Rodofo N. Pelaez Blvd, Carmen,
Cagayan de Oro City, Misamis Oriental

Secondary

— 1997 - 2001

Misamis Oriental General
Comprehensive High School
Don Apolinar Velez St. Cagayan de Oro
City, Misamis Oriental

REFERENCES

Available Upon Request

WORK EXPERIENCE

Assistant Inventory Control Analyst — 2013 - Present

Puregold Price Club Inc. | Lapanan, Cagayan de Oro City

Creating and preparing the reports, analysis, investigating and documenting variances. Coordinating and making sure that all inventory transactions are performed in a timely manner. Assisting with month and inventory count and valuation. Monitoring the inventory valuation. Conducting cycle count inventory processes to ensure accuracy and timely execution. Creating schedule categories for cycle count inventory and maintain strict records. Auditing the inventory on a regular basis. Solving inventory discrepancies or quantity issues.

Inventory Staff — 2008 - 2013

Motormate Group of Companies | Quirino Hayes St. CDO City

Conducting inventory per store, encoding of in and out of stocks on daily transactions. Manage stocks levels in warehouse. To assist operations with inventory analysis relating to costing, physical inventory and process improvement. To provide reports every month end.

SKILLS

- Ability to use inventory computer programs to update counts and compile reports, such as spreadsheets
- Great written and verbal communication
- Mathematical and analytical skills
- Experience with Microsoft Office, Microsoft Excel and Powerpoint