**ANDREW OKONKWO**

EDUCATION

Business Administration- University of Houston

OBJECTIVE

Seeking a position as a General labor, Shipping and Receiving Clerk, Custodian, Material Handler, Merchandise, Selector, Inventory Clerk Analyst and packaging machine operator, Materials Management and Lab Tech

EXPERIENCE

**Inventory Control Cordinator /Material Management (Part-Time) -**MD Anderson Cancer Center 12/2015 - Present

•         I’m Responsible in distribution of materials like kits, lab equipment within the designated hospital complex.

•         I performed a daily inventory and replenishment of kits and supplies in assigned area in the hospital complex.

•         I always Check kits and supplies for integrity or expiration dates, upon receipt from vendor and when restocking any area

•         My duties are to receive and count stock items and records data manually or via computer. Properly labels supplies before placing in the proper location

•         I do make interpretive assessments and determines inventory levels for supply items

•         Place approved orders with sponsors and vendors via computer, phone or fax

•         Collaborates with supervisors, coordinators and technicians to ensure materials needs are met

•         Checks transmittal papers against material received or delivered.

•         Always Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjusts errors

•         Documents deficiencies, if any, and refers problem situations to appropriate personnel for resolution. Maintains records for inventory, acquisition and transfer to ensure proper chain of custody for all deliveries and pickups

•         Coordinates ordering and delivery of supplies. Packs and unpacks items to be stocked on shelves Delivers kits and supplies on a regularly scheduled and as needed basis between buildings; deliver lab supplies, materials, and equipment; pick up, carry and deliver materials to specified locations, in a timely manner

•         Inputs, retrieves and interprets data from multiple manual and computer based information systems. Uses copy and FAX machines, word processing programs and a calculator with accuracy

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**Inventory Coordinator /Material Management**- Schlumberger 01/2015 -9/2015 (Contract)

•         I ensure proper counts and quantities of all stocks

•         Experienced and using SAP software for tracking products, printing out labels, tags, customers order, and putting in data of every products and location

•         Experienced with Microsoft word, excel, spreadsheet, PowerPoint, and Access

•         Experience and using Forklift (Stand up and Sit down)

•         Experienced and order picker Machine

•         Making sure damaged products are reported to the management for inspection

•         Monitoring and keeping account of all the stocked products

•         Maintaining accurate system and physical inventory balances within the Warehouse Management System

•         Perform daily cycle counts as dictated in the Warehouse

•         Maintaining good location and product verification tasks as required by the management

•         Reviewing an open customer order requirements against on-site and off-site inventory balances.

•         Identifying and obtaining proper documents for inbound shipments, damaged merchandise, customer returns

•         Providing procurement team with information they need to update internal system and correct item set-up issues

•         Responsible for vendor contact regarding quantities and shipping

•         Coordinate open stock shipments to process orders in SAP system

•         Receiving bills of lading, set-up STO numbers and post inventory in SAP

•         Creating batches, final paperwork and receipt of all inbound open stock

•         Coordinating cycle counts of all the stocked products in the warehouse

**Lab Tech / Materials Management/Inventory Coordinator (Contract)** - MD Anderson Cancer Center 12/2013 - 12/2014

•         I assist inventory control procedures for all stock holding locations within assigned site as well as, offsite material

•         Experienced with SAP software for keeping tracks of products, printing label, monitory and processing goods at the warehouse

•         maintaining records in accordance with corporate policies

•         Experienced in import and export control and documents and processing

•         Good excellent in Computer Skills (Word, Excel, and PowerPoint)

•         Performing various laboratory procedures leading to diagnosis or assimilation of data with minimal

Supervision

•         Assist technicians with processing of specimens and preparation of slides

•         Prepares records, labels specimens for filing, and acts as curator of the files including retrieval

•         Making solutions and maintain laboratory equipment clean

•         Assists in distribution of material for interpretation in the laboratory

•         Assists in pickup and delivery of specimens destined for the Histology laboratories

•         Maintaining cleanliness of laboratories as outlined by safety and regulatory guidelines

•         Receive, unpack, store and date chemicals and supplies in the laboratory

•         Making solutions and maintain laboratory equipment

•         Participate in general lab functions in the laboratory

•         Experienced in Math Skills

•         Very professional and Energetic

•         Good in understanding of laboratory safety

•         Keep management informed on projects and assignments

•         Great analyzer and problem solving

•         Very detailed oriented with an appreciation of deadlines

•         Good in presentation and organization skills

•         Self-motivated

•         Operate materials handling equipment to include carts, forklift,

•         Picker Machine, pallet jacks, hand truck and ergo-tug.

•         Maintaining records for inventory, acquisition and transfer to ensure proper chain of custody for all deliveries and pickups

•         I verify inventory goods in the warehouse and compare them to physical counts of stock, and investigate discrepancies or adjust errors

•         Examining and inspecting stock items for wear or defects, reporting any damage to my supervisors

•         Unloading, breakdown, and sticker supplies, as required, for par level areas or inventory locations

•         Receiving and counting stock items and equipment and record data manually or via computer

•         Performing inventory and replenishment of supplies, linen and equipment in assigned par level area or inventory location

•         Keeping records on the use and/or damage of stock or stock handling equipment with inventory stock counts

**Lab Tech /Order Puller/ Inventory Clerk Coordinator (Contract)** - TYCO/ PENTAIR Oil and Gas Warehouse Company)

11/2012 -12/2013

•         Good excellent in Computer Skills (Word, Excel, etc

•         Great in Math Skills

•         Very Professional and Energetic

•         Basic understanding of laboratory safety

•         Performing unique and innovative scientific studies using commercial and built-for -purpose apparatus

•         Keeping management informed on projects and assignments

•         Maintaining, Modifying and repairing equipment in the warehouse

•         Good analyzer and problem solving

•         Experienced with SAP software for keeping tracks of products, printing label, monitory and processing goods at the warehouse

•         Maintaining records in accordance with corporate policies

•         Experienced in import and export control and documents and processing

•         Good excellent in Computer Skills (Word, Excel, and PowerPoint)

•         Performing various laboratory procedures leading to diagnosis or assimilation of data with minimal supervision.

•         Assist technicians with processing of specimens and preparation of slides

•         Prepares records, labels specimens for filing, and acts as curator of the files including retrieval

•         Making solutions and maintain laboratory equipment clean

•         Assists in distribution of material for interpretation in the laboratory

•         Assists in pickup and delivery of specimens destined for the Histology laboratories

•         Maintaining cleanliness of laboratories as outlined by safety and regulatory guidelines

•         Great in providing excellent customer services and Maintaining orderly and debris-free inventory stock room

•         Receives parts shipments, verifying against purchase orders for accuracy

•         Organizing the merchandise on the store shelves

•         Ensuring cleanliness and order in the storeroom and in the store.

•         Expedite customer orders in the warehouse.

•         Selecting, counting, and weighing materials to be shipped in accordance with RF Gun

•         Experienced with ERP systems

•         Detailed knowledge of the procurement process

•         Assist in packing shipments, attaching labels, as directed.

•         Maintaining regular inventory counts and keeping a record of all stored goods

•         Experience with ERP system

•         Detailed knowledge of the procurement process

•         Very self-Motivated

**Night Stocker/Inventory Coordinator** - H-E-B Houston, TX) 12/2012-03/2013

•         Receiving and stacking of store merchandise and verifying the same with the items listed in the purchase order

•         Appropriately handling and storing of the received goods and supplies

•         Sorting the goods and merchandise and assigning relevant price tags and labels to the same

•         Maintaining regular inventory counts and keeping a record of all stored goods

•         Prior experience with SAP software for keeping tracks and processing goods at the warehouse

•         Ensuring cleanliness and order in the storeroom and in the store

•         Synchronizing work functions with co-workers and other departments of the establishment

•         Reporting discrepancies such as loss and damage of goods to the supervising manager

•         Completing all assigned tasks assigned by the supervisor

•         Ensuring that the goods are replenished on the sale floor before the opening of the store

**Warehouse man / Receiving Clerk /Inventory Clerk** - COSTCO Warehouse and Wholesale Company Houston, TX  
02/2012 - 10/2012

•         Pulls and fills orders. May use (but not limited to) power equipment such as a forklift, hand tools, and other devices

•         Operated in a warehouse environment

•         Examines stocks and distributes materials in inventory and on manufacturing lines. May prepare kitting packages for assembly production

•         Responsible for performing the physical tasks involved in the shipping, receiving, storing, and distributing of products, materials, parts, supplies and equipment

•         Shipping and receiving merchandise Operated forklifts and pallet jacks

**Shipping Clerk / Inventory Clerk/ Order Puller** - Highland lakes Camp & Conference Center Austin, TX06/2011 - 11/2011

•         Load and unload trailer with power equipment (dock trucks). Also using a R.F. gun to keep track of what store number is loaded onto the trailer

•         Install protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being  
transported

•         Position lifting devices under, over, or around loaded pallets, skids, and boxes, and secure material or products for transport to designated areas

•         Perform routine maintenance on vehicles and auxiliary equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank

**Merchandiser/ Inventory clerk**- Neo Market & Bakery food service industry Houston, TX 01/2011 - 05/2011

•         Load and unload trailer with power equipment (dock trucks). Also using a R.F. gun to keep track of what store number is loaded onto the trailer

•         Install protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being  
transported

•         Position lifting devices under, over, or around loaded pallets, skids, and boxes, and secure material or products for transport to designated areas

•         Researching past sales trends and staying informed of current sales trends that may influence inventory demand

•         Making sure that company's distribution centers and warehouses maintain inventory levels necessary to meet projected sales demands

•         Daily basis include writing inventory reports, performing cycle counts and determining periodic asset valuation

•         Be organized, because to be expected to keep several databases and spreadsheets detailing the various elements and aspects of inventory

•         Monitoring all inventory levels, recommends any necessary changes to management

•         Monitoring the accuracy of all inventory levels, resolving any errors as required

•         Maintains inventory control records, reporting them to manage

•         Prior experience with SAP software for keeping tracks and processing goods at the warehouse