

Marc Bissessar

Brampton, Ontario

Email: bissessar.marc@gmail.com Phone: n/a

Objective

Detail-oriented and efficient Data Entry Associate with over 5 years of experience in administrative and data management field. Seeking to leverage my skills and experience to contribute to the successful business operations.

Education

York University (2021 – present)	BA in Information Technology
School of Business and Computer Science (2011 - 2013)	Diploma in Computing/Business
Heart Lake Secondary (2010)	High School Diploma

Work Experience

Inventory Lead (2023 - present)

Husqvarna Canada Corp., Mississauga, ON

- Lead a team of 6 to maintain and raise standard of inventory in the warehouse (accuracy and cleanliness)
- Trained and explained the importance to employees on data entry best practises to minimize human errors i.e. typos, formatting, etc.
- Utilize available information technology to solve issues (Macros, Office 365 sharing features)
- Maintain active communication with supply chain analysts to report and solve inventory issues through email and incident-based systems
- Process customer returns (determine return reason, check SKUs/serial numbers, request and confirm credits using Oracle CRM)
- Liaise with accounting to resolve internal issues with inventory
- Communicate with internal suppliers to help improve internal company shipments

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Account Coordinator (2-year contract) (2021 - 2023)

Husqvarna Canada Corp., Mississauga

- Enter customer order quotation and invoicing
- Coordinated transport of orders using various logistic portals; Amazon Vendor Central, Logikor, UPS, LowesLink, etc.
- Created/Updated Standard Operating Procedures for training
- Communicate account status via reports during weekly team meetings, make suggestions to improve workflow, report issues related to pricing discrepancies.
- Composed/Edited SOPs related the day to day job operations

Warehouse Receiver (2018 – 2020)

Husqvarna Canada Corp., Mississauga

- Coordinated processing all inbound shipments; receiving in system, label and put away
- Update and maintain accurate bin location within the warehouse management system
- Communicate and resolve customer incidents using Customer Relationship Management Software (Oracle CRM)
- Ensure all shipment paperwork was kept in good order and documents are filed in chronological order, categorized by supplier and archiving.

Computer Numerical Control Operator (2015 – 2018)

Deboer Tools, Mississauga

- Read and interpret tool blueprints
- Set up and operate CNC Machines creating end mill tools
- Quality control – ensure tools are being cut within tolerance
- Inspect and measure machined tools using various measurement tools

References

Available upon request.