

Frank Flores

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Motivated and detail-oriented individual with extensive experience in accounting and inventory management seeking a challenging position where I can utilize my skills in auditing, Excel, and inventory management to contribute to the success of the organization.

Willing to relocate: Anywhere

Work Experience

Inventory Control Specialist

TakaUSA-Coppell, TX

August 2023 to Present

1. Receiving and inspecting incoming shipments.
2. Recording inventory levels accurately in databases or inventory management systems.
3. Organizing and storing inventory in designated locations.
4. Conducting regular physical counts or cycle counts to reconcile inventory discrepancies.
5. Analyzing inventory data to identify trends, forecast demand, and optimize stock levels.
6. Placing orders for replenishment stock to maintain appropriate inventory levels.
7. Monitoring inventory turnover rates and implementing strategies to reduce excess or obsolete stock.
8. Coordinating with other departments, such as purchasing and sales, to ensure smooth inventory flow.
9. Implementing inventory control policies and procedures to minimize shrinkage, loss, or theft.
10. Conducting regular audits to ensure compliance with inventory management standards and regulations.

Accounts Receivable Coordinator

Cold Front Distribution-Thornton, CO

April 2022 to October 2022

1. Overseeing the accounts receivable process, including billing, collections, and cash applications.
2. Managing a team responsible for invoicing customers accurately and promptly.
3. Developing and implementing credit policies and procedures to minimize risk and ensure timely payments.
4. Monitoring aging reports and following up on overdue accounts to secure payment.
5. Resolving customer billing disputes and discrepancies.
6. Collaborating with sales, customer service, and finance teams to streamline processes and improve cash flow.

7. Analyzing accounts receivable data to identify trends, forecast cash flow, and improve collections efficiency.
8. Establishing and maintaining relationships with customers to facilitate timely payments and resolve issues.
9. Reviewing and approving credit limits for new and existing customers.
10. Ensuring compliance with accounting principles and regulatory requirements related to accounts receivable.

Accountant

Move Solutions Ltd-Irving, TX
May 2021 to March 2022

1. Handle financial records
2. prepare tax returns
3. analyze financial data
4. provide advice on financial decisions and ensure compliance with regulations.
5. Audit financial statements
6. manage budgets, and offer strategic planning insights.

Inventory Accounting Specialist

Spec's Liquor-Irving, TX
March 2020 to April 2021

track and manage inventory levels

reconcile inventory records with physical counts

analyze inventory variances

report on inventory valuation

ensure accurate recording of inventory transactions, such as purchases, sales, and adjustments, and may also perform cost accounting to determine the cost of goods sold and inventory valuation methods.

monitor inventory turnover rates

assess inventory obsolescence,

contribute to inventory planning and forecasting processes.

Accounts Payable Specialist

Sun Holdings, LLC-Farmers Branch, TX
September 2019 to March 2020

Education

Some College in Finance

El Centro College - Dallas, TX
August 2012 to November 2015

Skills

- Customer service
- Organizational skills
- Time management
- Microsoft Excel
- Microsoft Outlook
- Microsoft Office
- Bilingual
- Data analysis skills
- Analytics
- Warehouse experience
- Computer skills
- Forklift
- Purchasing
- Team Management
- Oracle
- Auditing
- E-commerce
- Warehouse management
- ERP systems
- SAP
- Communication skills
- Data entry
- Materials handling

Certifications and Licenses

Driver's License