

**Tika Ram Poudel**  
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## **Professional Summary**

Experienced logistics and inventory specialist with over 15 years of expertise in inventory control, material coordination, and manufacturing support. Proven ability to lead teams, streamline warehouse operations, maintain safety standards, and ensure accuracy in inventory and material flow. Recognized for strong attention to detail, problem-solving skills, and commitment to operational excellence in both domestic and international logistics environments.

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## **Professional Experience**

### **Inventory Control Coordinator II**

Excelitas Technologies – Boulder, CO

*September 2018 – July 2025*

- Coordinated inventory processes, ensuring accuracy and integrity of physical stock.
- Collaborated with planners to generate pick lists and process sheets for production.
- Conducted inspections and maintained detailed records for incoming goods.
- Supported regular cycle counts and annual physical inventory activities.
- Acted as primary contact for resolving kitting and material-related issues.
- Developed and enforced inventory control procedures to support efficient operations.
- Maintained a clean and safe work environment in line with safety protocols.

### **Material Logistics Coordinator**

Xetawave – Louisville, CO

*December 2015 – August 2018*

- Managed receiving, verification, and shipment of goods to both domestic and international customers.
- Ensured accuracy and completeness of physical inventory through consistent documentation.
- Oversaw the flow of materials between receiving, storage, and production areas.
- Contributed to continuous improvement of logistics processes and controls.

### **Manufacturing Specialist III**

**Micro Motion (Emerson) – Boulder, CO**

*April 2008 – September 2015*

- Led and trained a team to ensure efficient receiving, inspection, and storage of goods.
  - Maintained accurate inventory records and ensured timely material movement.
  - Inspected incoming materials and completed all associated paperwork in compliance with company requirements.
  - Championed safety initiatives and maintained a hazard-free workspace.
  - Acted as the key liaison for material and logistics issues.
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## **Key Skills**

Inventory Control & Warehouse Management, Shipping, Receiving & Logistics, Material Flow & Kitting Operations, Safety & Compliance Standards, Team Leadership & Staff Training, ERP Systems & Inventory Software, Documentation & Recordkeeping, Domestic and International Shipping