

# **Manuel A. ALEJANDRO-ROSADO**

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## **SUMMARY**

Over fourteen years of experience in master scheduling, inventory, and purchasing areas in the manufacturing and distribution industry. Good knowledge of computerized programs that allow inventories administration and production schedules to be accomplished in time and manageable development and implementation of the systems.

CERTIFIED IN PRODUCTION AND INVENTORY MANAGEMENT – April 2006

Inventory and Purchasing Experience Include:

- Planning execution, measurement, and control of cycle count procedures
- General functions of purchasing, expediting, and order releases
- Negotiations with suppliers
- Analysis of inventory levels and updating of item master planning parameters
- Safety stock, lead-time, reorder points, order policies, shrink factors, etc.
- Coordination and interaction of general functions of the Materials Management Department along with Production, Sales and Finance in order to keep valid priorities
- Development of strategic and tactical measures to keep inventory control
- Continuous improvement, inventory turn over rates, and customer services objectives

## **SKILLS**

- Fully Bilingual (English/Spanish)
- Proficient in Computers, EDI, DOS, and Windows environment
- Proficient in inventories administration, production schedules, quality control performance, analytical reasoning, supervisory skills, and leadership
- Good team worker, and capable to work independently.

## **EXPERIENCE**

November 2006-Present, Logistic planner

**Company:** Tyco Healthcare Intl.

Performing general functions of forecasting, inventory levels, items classifications and backorders control measurements for alternate care products. Daily interactions with external suppliers to meet due dates, as per supply chain requisitions through CRP system.

Jan 2004 – October 2006, Inventory analyst

**Company:** B. Fernández & Hnos.

Responsible for the implementation, procedure development and performance of A-B-C cycle counts in order to keep control of inventory movements. Also, assigned to keep track of inventory transactions, enforcement of corrective actions and perform the appropriate reconciliation on physical and perpetual inventory in JDEdwards and RFSMART radio-frequency system. Able to improve inventory accuracy on aprox.2,800 sku's from 95 to 99% (beers and liquors) and 92-96% (wines and provisions) Perform logistic replenishment for primary locations to meet customer requirements.

March 1999 – Jan 2004, Purchasing & Inventory Clerk

**Company:** Margo del Caribe.

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Purchased MRO's, follow-ups, quotes, and receiving procedures (claims). Inventory control of life goods (plants, and gardening, potting and fertilizers), costing and "production and inventory control sheets" data entry. General reconciliation on physical and perpetual inventory, and products identification with bar codes (SKU's) matching crop and maturity dates, item codes and physical locations. Responsible for the logistical control of containers, suppliers performance and quality control inspections for packaging materials. Reduction of 5% on raw materials and *mro's* cost; and 20% on demurrage charges.

November 1996 – September 1998, Planner/Buyer

**Company:** Puerto Rico Hospital Supply

Complete purchasing cycle for acquisition of equipment and medical devices. Decision making related to quotes, freight rates, and commodities. Data maintenance of inventory items master files on TURNS-AS 400 System.

April 1994 – November 1996, Promoted to Material Supervisor

**Company:** H.B. Fuller Co.

Prepare and perform master production schedules, consolidated raw materials' shipments, worked MRP planning exception message reports, and coordinated six employees' execution in the Materials Department.

June 1992 – April 1994, Buyer-Planner

Experience working with MAPICS, IBM 36 System, and inventory transaction processing. Performed A-B-C cycle counts, requested quotations, purchasing of raw materials, and imported finish goods, master production schedules support in a "Make to Stock-Make to Order" environment. Reduction of 6.6% in average inventory levels, performance of 97.5% in customer service level (dollars' volume shipped in a schedule), and improvement of 7.5% in raw materials cycles count accuracy, performing at 90% actual average.

## **SPECIAL TRAININGS AND SEMINARS**

- February 2005     **Computer Information Services**, Jacksonville Florida  
RFSMART seminar focused on RFID inventory control development techniques, identifying operational constraints and applying technical procedures to improve total cumulative order lead-time.
- January 1995     H.B. Fuller, Dominican Republic  
**"Compromiso con la Excelencia"**  
Learned to develop important and essential skills to supervise, train, and motivate personnel applying methods and techniques in problem solving; and to enforce ways for possible solutions, identifying essential causes in a team-work environment.
- October 1991     Puerto Rico Army National Guard  
**(PLDC) Primary Leadership Development Course**  
Applied military procedures to develop special tasks as leader, and recognizing important characteristics of human behavior according to different scenarios.

## **AFFILIATIONS**

- **APICS CHAPTER OF SAN JUAN** (Company coordinator)

**EDUCATION**

- CPIM obtained April 2006
- Universidad de Puerto Rico, Bayamón Campus  
BS in Materials Management, Cum Laude
- Associate Degree in Industrial Engineering