

Mariia Nikiforova

Supply Chain Coordinator | Inventory Management | Procurement

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Open to relocation within the United States

Professional Summary

Emerging supply chain professional with hands-on experience in fast-paced manufacturing, focused on inventory accuracy, supplier coordination, and ERP-based process management. Demonstrated ability to adapt quickly and take initiative, successfully managing complex logistics processes with minimal supervision. Strong skills in MRP, vendor management, purchase order tracking, data reconciliation, and consumable ordering. Fluent in English and Russian.

Areas of Expertise

- Inventory Planning & Optimization
- Strategic Sourcing & Procurement
- Supplier Relationship Management
- Project Management & Execution
- Data Analysis
- Risk Management
- Advanced Microsoft Excel
- Cost Reduction
- Supplier & Vendor Coordination
- ERP System (MFG)
- Transportation Management
- Logistics Coordination
- Shipment Tracking
- Purchase Order Management
- Material Requirements Planning (MRP)
- Forecasting
- Process Improvement
- Consumables Ordering
- Open Report Analysis

Professional Experience

Supply Chain Coordinator | A.L. Group, Greer, SC | Jan 2025 – Present

- Run weekly MRP (Material Requirements Planning) without forecast in MFG-Production ERP system.
- Track shipments by updating container numbers and ETA in delivery tracking tables.
- Update product or material quantities in the system based on supplier invoices when discrepancies occur.
- Perform weekly Mapping Check using Excel IF formulas to validate alignment between ordered and received quantities.
- Investigate differences and compare with in-transit container contents when mismatches occur.
- Prepare and analyze weekly Consumable Reports to plan and place online orders.
- Process supply requests from office staff, engineers, and production teams.
- Communicate with suppliers to confirm delivery dates, pricing updates, and reasons for delays.
- Update product pricing in MFG-Production based on supplier feedback.
- Conduct weekly Open Report review to update delivery dates and annotate PO comments.

- Split, modify, or delete purchase orders (POs) upon internal request.

Assistant Manager / Host / Busser | Midwood Smokehouse, Charlotte, NC | 2017 – 2025

- Promoted through multiple roles based on strong performance and leadership.
- Supervised and trained new employees, increasing team productivity by 12%.
- Managed vendor relations and tracked supply levels to prevent stockouts.
- Improved inventory accuracy and reduced discrepancies by 10%.
- Resolved guest concerns and elevated service standards consistently.

Inventory & Sales Manager | Sears Outlet, Concord, NC | 2016 – 2017

- Managed inventory control and merchandising operations to minimize shrinkage.
- Conducted regular inventory audits and reconciliations.
- Boosted revenue by 15% through strategic merchandising and sales data analysis.
- Reduced stock discrepancies by 30% through improved inventory tracking.

Education

Associate Degree in Supply Chain Management, May 2025 — Central Piedmont Community College, Charlotte, NC

Certified Supply Chain Manager (CSCM), May 2025 — Six Sigma Global Institute (SSGI), Online

Membership

Association for Supply Chain Management (ASCM), Member, 2025 – Present