 **WAREHOUSE ASSISTANT**

**PERSONAL INFORMATION**

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*Visa Status: Visit Visa*

*Language: English and French*

# PERSONAL SUMMARY

A multi-skilled, hardworking, and efficient warehouse assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material/stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company that offers genuine room for progression and where I can make a significant contribution.

# CAREER HISTORY

**DISTRIBUTION COMPANY**

**Warehouse Assistant – 2019 – 2021**

Working as part of a team in a busy distribution center, under the guidance and supervision of a warehouse manager or supervisor. Involved in moving stock around manually and carrying out all orders effectively.

Duties:

* Receiving, moving, checking, and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Packaging and labeling products before they are dispatched.
* Selecting space for storage and arranging for goods to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Loading and unloading Lorries, vans and other vehicles.
* Maintaining and servicing warehouse tool, machinery and trucks.
* Labeling goods that have arrived at the warehouse.
* Welcoming and helping clients who visit the branch.
* Contacting transport companies and coordinating dispatch and delivery with them.
* Preparing deliveries for the van drivers.
* Supervising the work of junior staff.
* Ensuring a clean and safe workhouse for staff to work in.
* Removing hazardous products from the warehouse.
* Occasionally selling goods over the trade counter.
* Signing off and replenishing stock.
* Monitoring stock levels.
* Moving items through the warehouse from receipt to dispatch to customers.
* Accurately updating all data into a computer and manual recording systems.

# PROFESSIONAL EXPERIENCE

Competencies:

* Knowledge of supply chain management and related fields.
* Have excellent numeracy, literacy, and organizational skills.
* Delivering excellent customer service to clients who visit the warehouse.
* Physically fit and able to lift and move heavy packages and objects.
* Ability to follow processes and procedures accurately.
* Can use an RF gun.
* Experience with Excel and other specialist stock tracking software.
* A comprehensive understanding of safety procedures.
* Minimizing stock loss.
* Meeting tight deadlines.

Personal Skills:

* A good team player.
* Willing to work overtime at short notice.
* Able to work shifts.
* Have a meticulous and efficient work ethic.
* Attention to detail.

# KEY COMPETENCIES AND SKILLS

Administrative duties

Stock management

Delivery of products

Stocktaking

Shipping and receiving practices.

# ACADEMIC QUALIFICATIONS

* High school certificate