**Name of Applicant**

Address ● Town, City Postal Code ● Cell ● Email

**Profile Summary**

Great physical strength and thorough understanding of warehouse procedures and inventory control.

**PROFESSIONAL SKILLS**

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• 2 years’ dedicated experience in warehouse settings  
• Able to operate forklift and pallet jack  
• highly skilled in receiving incoming material and goods from vendors and suppliers  
• Hands-on experience in verifying quality and quantity of materials by checking merchandise against packing list  
• Competent at maintaining inventory records and ensuring identification of damaged goods

**CORE SKILLS**

|  |  |
| --- | --- |
|  |  |
| • Match numbers and letters | • Stage merchandise for loading |
| • Load and unload trailers | • Sorting/placing merchandise in racks |
| • Work area sanitation | • Cardboard boxes and pallets stacking |
| • Material handling | • Wrapping, boxing and labeling |
| • Quality control | • Log maintenance |

**KEY ACHIEVEMENTS**

• Implemented a systematic procedure to assemble product containers and crates  
• Promoted from general laborer to warehouse worker within three months of joining at the former position

**WORK EXPERIENCE**

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**Company Name**  Location, Area Month 0000 – Month 0000

**Job Title**

• Received, stored and distributed goods  
• Loaded and unloaded shipments  
• Performed goods receipts and goods issues  
• Coordinated material transfers  
• Prepared receiving reports and other paperwork  
• Packed and unpacked orders as and when instructed  
• Measured, cut and spooled wire materials  
• Verified quantities and items being shipped  
• Made deliveries when required