**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