

Junior Storekeeper

ROBERT SMITH

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Objective

Effective communicator with excellent planning, organizational and problem-solving skills. Possess a focused; improve the sales with excellent relationship management skills. Team leader with the ability to recruit, train and mentor the team members. Team leader with the ability to recruit, train and mentor the team members.

Skills

Sales Management, Retail Administrative Responsibilities, Inventory Control, Coach, Trainer.

Work Experience

Junior Storekeeper

Pemco World Air Services - 2016 - 2019

- Responsible for the efficient operation of receiving areas, shipping areas, supply storerooms, warehouses, and stock issue stations in accordance with applicable supply procedures and verbal instructions.
- Performs duties as assigned incidental to the receipt, storage, issue, transfer, or shipping of stock.
- Sets up and maintains efficient storage and supply areas as assigned.
- Maintains authorized stock levels and issues materials as required.
- Ordering, stocking, and issuing repair parts, clothing, and general supplies; maintaining financial records and accounting systems.
- Maintaining inventory databases for material stocked in shore-based warehouses and ship storerooms; perform duties associated with hazardous material control and management;
- Organizing and maintaining databases, correspondence files, and reports; maintaining logistics and financial publications and CD-ROM libraries.

Storekeeper

ABC Corporation - 2015 - 2016

- Received incoming stock items for storage and distribution within the department.
- Maintained accurate inventory of all items in the stockroom.
- Sorted, delivered, and retrieved mail.
- Delivered and retrieved office supplies, lab specimens, drugs, and revenue.
- Maintained inventory on all controllable items including furniture and equipment.
- Carried out logistics for major health department events throughout the year.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BS in general studies - 2014(gateway community college - New Haven, CT)