

Storekeeper

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Objective

To be a part of an organization by using the learning ability. Having good presentation skills with leadership qualities and analytical power. To pursue a challenging career where creativity appreciated and Master of International where one will able to learn continuously and grow consistently adding value to the organization through the capabilities and skills.

Skills

Microsoft Office, Google Docs, Google Sheets, Data Entry, Filing, CRM, ERP, Mac OS X

Work Experience

Storekeeper

ABC Corporation - October 1995 - April 1997

- Interacted with prisoners daily in regards to property, mail and store-bought goods.
- Inventoried belongings of prisoners after they were admitted.
- Unloaded materials from trucks by hand or with motorized equipment.
- Inspected items for quality and quantity against freight documents.
- Opened, time-stamped, separated and distributed incoming mail.
- Counted, weighed and measured goods received or issued.
- Unpacked incoming goods, wrapped and packed outgoing goods.

Storekeeper

ABC Corporation - 1993 - 1995

- Supervise inmate workers in the prisoner store.
- Assign them daily tasks.
- Complete prisoner evaluations and disciplinary reports.
- Check outgoing orders for accuracy.
- Maintain product inventory.
- Maintain security of prisoners including pat-downs, searches, and surveillance.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Certificate - 1992 (West Shore Community College - Scottville, MI)