

ROBERT SMITH

Storekeeper/Store Manager

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Utilized computerized inventory control systems to perform & accomplish the task. Operated a forklift and power pallet jack on a daily basis to move inventory throughout the warehouse. Picked tickets/orders in the warehouse using an RF scanner and updated its shipping status in the inventory database. Utilized computerized inventory systems to perform bin counts to accomplish tasks.

EXPERIENCE

Storekeeper/Store Manager

ABC Corporation - MARCH 1995 - OCTOBER 2000

- Received incoming stock items for storage and distribution within the department.
- Maintained accurate inventory of all items in the stockroom.
- 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.
- Stock counting/inventory accuracy checks and ensure that the goods inward / stock control department is well organized and controlled to sufficiently support production.
- Ensures incoming parts are received and managed appropriately according to company procedure through an ERP system.

Storekeeper

ABC Corporation - 1994 - 1995

- Perform a variety of duties involved in receiving, handling, marking, preparing, displaying, and maintaining the stock levels of resale items.
- Involves regular and recurring operation of a forklift and may at store managements discretion, include order writing tasks.
- Determine the amount of shelf space to be used for various items within a department and estimates the space requirements for new items or increased quantities.
- Receive supplies, equipment, and perishable, semi-perishable, and non-perishable resale items in the receiving area of the commissary.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- GED in General Studies - September 1986(Manor High School - Portsmouth, VA)

SKILLS

Word Processor, Typing, Filing, Exceptional Leadership Qualities, Money Handling/Management