**Storekeeper/Store Executive**

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# Objective

To be a part of an organization that gives the challenges and opportunities to learn and update the knowledge and skills, which can be utilized to benefit the organization. To gain on­the­job exposure and experience by joining an organization, and to enhance the skill through systematic practical experience.

# Skills

Warehousing, Management, Data Entry, Communications, And Order Processing.

# Work Experience

## Storekeeper/Store Executive

**University Of Illinois** ­ 2015 – 2019

* Responsible for receiving, loading/unloading and counting stock items.
* Record data; counts, grades, weights articles.
* Check incoming orders against items listed on requisitions, invoices, or other forms.
* Pack/unpacks items to be stocked in stockrooms, warehouses, or storage yards; store items in an orderly and accessible manner.
* Responsible for storing supplies in bins, on the floor, or on shelves, depending on the nature of the articles, in a location and position convenient for removal when needed.
* Periodically verify inventory computations accuracy by comparing them to physical counts of stock, investigate discrepancies and adjusts errors.
* Mark stock items with identifying codes, figures, or letters when required using identification tags, stamps, electric marking tools, or other labeling equipment.

## Storekeeper

**ABC Corporation** ­ 2013 – 2015

* Maintained accurate inventory of aircraft supplies.
* Received shipments of goods for several departments.
* Utilized the ability to communicate in diverse environments.
* Completed specialized training in inventory, customer relations, and storeroom procedures.
* Received &quot;Storeroom of the Month&quot; award for keeping product location and quantity above 95% accuracy.
* This is Dummy Description data, Replace with job description relevant to your current role.
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# Education

Diploma ­ 2012 (Urbana High School ­ Urbana, IL)