

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 on-the-job 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 "Storeroom of the Month" 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)