ROBERT SMITH

**Storekeeper/Sales Associate**

**info@qwikresume.com** **| https://Qwikresume.com**

Proficient in overseeing store operations and achieving set goals, understanding marketplace needs and strategies needed to drive sales and ensuring proper merchandise presentation. Looking forward to a challenging assignment and responsibility which will utilize full capabilities while providing an opportunity for knowledge, experience, and professional development in conjunction with your organization.

**DECEMBER 2002 – SEPTEMBER 2009**

## STOREKEEPER/SALES ASSOCIATE - ABC CORPORATION

* Organized and maintained databases, correspondence files, reports, shipping records, and correspondence files.
* Maintained inventory records and allowance list, stows incoming material; organize storage.
* Arranged customer requirements and services. Maintain supply or transportation discrepancies; prepares expenditure documents for disposition.
* Performed causative research for stock discrepancies.
* Processed material issued from stock, verified materials for special handling, generates sipping documents, performs inventory.
* Monitored warehouse for proper storage, processes receipt transactions; corrects disputes with vendors, and maintains receipt records and accountability of controlled material.
* Performed duties associated with hazardous material control and management, verifying material safety.

**1997 – 2002**

## STOREKEEPER - ABC CORPORATION

* Ordered, stocked, and issued repair parts, clothing, and general supplies.
* Maintained financial records and accounting systems.
* Maintained inventory databases for material stocked in shore-based warehouses and ship storerooms.
* Performed duties associated with hazardous material control and management.
* Organized and maintained databases, correspondence files, and reports.
* Maintained logistics and financial publications and CD-ROM libraries.
* This is Dummy Description data, Replace with job description relevant to your current role.

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# EDUCATION

Diploma - 1989(Bronx Regional)

# SKILLS

Effective Team Player, Excellent Communication, Reliable, Data Entry, Multitasking, And Goal-Oriented

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