

ROBERT SMITH

Storekeeper/Sales Associate

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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.

EDUCATION

Diploma - 1989(Bronx Regional)

SKILLS

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