***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@qwikresume.com

**www.qwikresume.com**

***SKILLS***

Microsoft Office, Customer Service, Training, Construction, Time Management, Leadership

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Senior Storekeeper***

# PERSONAL STATEMENT

Senior Storekeeper with experience computer, word, excel, parts, inventory control, customer service including service writing, Receiving while checking for contraband and accurate accountability. Receiving in the computer assuring accurate billing. Delivering all supplies to compound, ability to supervise and prioritize as needed.

# WORK EXPERIENCE

## Senior Storekeeper

### ABC Corporation - November 1997 – November 2005

*Responsibilities:*

* Maintain an inventory exceeding $17 million for the largest rig in the fleet.
* Monthly audits resulted in inventory accuracy between 94% and 100%, exceeding the company goal of 90%.
* Ensure on hand, on order, and issued quantity accuracy on a daily and monthly basis.
* Work directly with Supervisors and Operations Managers in planning for equipment needs and movement according to the forecasted well plan.
* Responsible for all outgoing cargo shipments, ensuring compliance with the U.S.
* Customs and Homeland Security regulations.
* Responsible for ordering via Field Requisitions and receiving of all materials necessary for the day to day operations of the rig.

## Storekeeper

### ABC Corporation - 1995 – 1997

*Responsibilities:*

* Receive and protect merchandise.
* Perform the movements of receipt, storage, and dispatch.
* Log entries and exits of the store.
* Coordination department store with inventory control and accounting.
* Departmental transfers, file and report.
* This is Dummy Description data, Replace with job description relevant to your current role.
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**Education**

BS in General, Business - 2011(the University of Louisiana at Lafayette - Lafayette, LA)