

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)

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)