

# CARTER CLIFFORD

31 Somewhere Close  
Leeds, LS99 9CC  
0000 000 0000  
00000 000 000  
cliffcarter@email.co.org

## PERSONAL PROFILE

A responsible and competent warehouse supervisor, with over 10 years experience performing a range of roles within a warehousing/stores environment. Effective induction, training, motivation and leadership of teams. Experienced Fork-lift Operator (Reach, Counterbalance and LLOP). Proficient in the use of standard warehousing and distribution systems. Punctual, reliable and friendly, with excellent interpersonal and clear communication skills. Adaptable, patient and able to keep a clear head under pressure. Now seeking a new position where these skills can be used and developed to their fullest extent.

## EMPLOYMENT HISTORY

### Warehouse Supervisor

**AYUBC Distribution Ltd**, Leeds – *International freight*

Sept 2011 to Aug 2013

- Organised and supervised working in an environment where accuracy, efficiency and safety are of paramount importance
- Responsible for 18 regular staff and agency staff when necessary, dealing with over 4,500 pallets of freight daily
- Preparation of goods inwards/outwards documentation using SAP
- Checked orders to ensure correct deliveries
- Resolved customer and supplier queries over the telephone
- Responsible for induction and training of new staff
- Liaised with Charge-hands and other Shift Supervisors and Management
- Checked that vehicles are safe to use
- Monitored of safety equipment
- Loaded and unloaded freight using FLT's

### Forklift Operator/Charge-hand

**AYUBC Distribution Ltd**, Leeds – *International freight*

Oct 2007 to Sept 2011

- Operated reach and counterbalance FLT's
- Led a team of four operatives
- Oversaw goods inwards/outwards procedures
- Gained and maintained knowledge of appropriate Health and Safety guidelines and ensured rules were adhered to by all staff
- Demonstrated commitment by maximising skills and knowledge, leading to promotion, first to Charge-hand, then to Supervisor

## **Forklift Operator**

LRTZX Ltd, Leeds – *Brewers*

Sept 2004 to April 2007

- Operation of a FLT to undertake work specified by the Supervisor
- Un-sheeted and unloaded 38 tonne articulated trailers
- Transferred goods to the warehouse and stacked them in locations by product and date
- Relief Operator for making up individual depot orders from computer printouts
- Manually handled empties and put them in safe stacking patterns
- Daily maintenance of forklift

## **Warehouse Operative: Order Picker/FLT Driver**

MSQNO Foods, Leeds – *Dairy Products*

Nov 2002 to June 2004

- Part of a team of 20 picking and packing dairy products for distribution to retail outlets
- Worked from order sheets
- Wrapped, labelled and scanned pallets
- Progressed to operation of FLT after training
- Ensured loaded pallets were placed in correct storage bays for onward shipping using LLOP and FLT
- Maintained a safe and tidy work place

## **TRAINING**

- **Supervisors' Development course**, covering Management, Communications and Team Building, Health and Safety, and Work-Related Legislation [In-house, July 2010]
- **NVQ 2 Distribution, Warehousing and Storage Operations** [Edexcel, 2010]
- **Health and Safety Training** – Hazard Awareness, Risk Identification, Manual Handling [In-house, Aug 2009]
- **Beer Clamps training** [In-house, Oct 2004]
- **RTITB Reach and Counterbalance FLT Licences** [XIB Training Ltd, Leeds 2003]
- **FLT and LLOP Certificates** [XIB Training Ltd., Leeds 2003]
- **First Aid at Work [statutory] certificate** [St John Ambulance, Feb 2003]

## **EDUCATION**

4 GCSEs in English, Mathematics, Science and Business Studies - VWX High School, Armley - 1997 – 2002

## **ADDITIONAL INFORMATION**

- Voluntary work: Maintenance worker at XCG Housing Project, Leeds
- Football: Leeds United season ticket holder
- Music [Jazz], reading [crime novels], cycling
- Prepared to relocate
- Clean driving licence

## **REFERENCES**

Available on request