KNOWLEDGE OF

*Warehousing duties Distribution Dispatching goods Stock taking Inventory controls Making deliveries Record keeping Data entry*

PERSONAL SKILLS

*Making suggestions Action orientated Results orientated Excellent timekeeper Team player Computer literate Solving problems Multitasking Numerate & literate*

PERSONAL DETAILS

*Karen Davies Dayjob Ltd 120 Vyse Street Birmingham B18 6NF*

*England, UK*

*T: 0044 121 638 0026*

*M: 0044 121 638 0026*

*E:* *info@dayjob.com*

Karen Davies

Warehouse worker resume

CAREER OBJECTIVE

A quick learner who is physically fit and has the strength and stamina required to lift high-value, sensitive and fragile goods in and out of a warehouse. Karen is committed to safety, and will be more than able to operate moving equipment, such as dollies, forklifts, and even trucks. She will always maintain a clean and safe work environment, and will be focused on helping her employer to deliver better results. She is currently looking for a entry level warehousing position with a company that wants to attract and retain the best talent.

ACADEMIC QUALIFICATIONS

|  |  |
| --- | --- |
| ***Coventry North College*** | ***2011 - 2012*** |
| Warehousing & Storage Diploma | Pass |

|  |  |
| --- | --- |
| ***Birmingham South High School*** | ***2008 - 2011*** |
| Maths | Pass |
| English | Pass |
| Geography | Pass |
| Physics | Pass |

WAREHOUSING SKILLS AQUIRED WHILST STUDYING

* Able to lift heavy weights and load and unload items in a safe manner.
* Can follow instructions and complete tasks within set time scales.
* Dispatch orders in a timely manner.
* Working in a safe manner in accordance with Health and Safety requirements.
* Packing items into boxes and performing final outgoing inspections.
* Preparing courier paperwork, and accurately processing orders.
* Making deliveries by van to customers.
* Receiving goods into the warehouse, logging these onto the computer system, and then unpacking and stacking them.
* Shrink wrapping, boxing and labelling.
* Completing daily logs and all required paperwork.

KEY COMPETENCIES

* Treating other colleagues with dignity and respect.
* Organised and methodical.
* Taking on board extra responsibility when necessary.
* Willing to work shifts on a rotating basis.

SELECTED ACHIVIEVEMENTS

Possessing a valid driver’s license or forklift certification. Diploma in Logistics.

Advanced First Aid Certificate HOBBIES & INTERESTS

As someone who has a lot of energy Karen is a very active person who likes hobbies that involve physical activity. She is a member of local women’s soccer team, and is also very good at pottery. She is sociable and has a wide range of friends, with whom she regularly meets up with at weekends.

REFERENCES – Available on request