

Karen Davies

Warehouse worker resume

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

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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 an 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 ACQUIRED 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 ACHIEVEMENTS

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

