

Maxine Corry

Warehouse Assistant

AREAS OF EXPERTISE

Loading vehicles
Inventory controls
Rotating stock
Safe storage
Unloading vehicles
Customer service
Stock control
Dispatch procedures
Checking deliveries
Warehouse duties

PERSONAL SKILLS

Deadline Led
Energetic
Time Efficient
Good listener
Compassionate
Hard working

CONTACT

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PERSONAL SUMMARY

A physically and mentally strong team player who can organise the loading, unloading and storing of deliveries to a warehouse. Maxine has experience of despatching goods by road, air and sea to local, national and overseas destinations. You can rely on her work collaboratively with colleagues and carry out activities in the prescribed manner. In her current role she works in a busy distribution environment. Uses hand-held scanners during the course of the day. Right now, she wants to join a company that strives to create an environment of inclusion so everyone can be their true self.

WORK EXPERIENCE

Company name – Location

WAREHOUSE ASSISTANT Jun 2018 – Present

Responsible for supporting the Warehouse Manager in the day-to-day implementation of various duties in the warehouses operation against running costs and time constraints.

Duties:

- Picking orders quickly and in the right amount to fulfil customer requests.
- Serving customers on the trade counter floor in a professional and polite manner.
- Setting appropriate tasks and challenges for junior and new members of staff.
- Actively maintaining hygiene standards within the warehouse and yard environment.
- Making sure that products are properly labelled and placed in the correct location.
- Answering phone calls and logging requests from supervisors and office teams.
- Cooperating with accident investigations in order to prevent reoccurrence.
- Ensuring that goods being despatched are packed safely and securely.
- Checking for damaged or missing items and documenting as necessary found ones.
- Utilising the forklift trucks to move materials & equipment around the storage area.
- Keeping a careful and accurate record of the stock on the warehouse floor.
- Attending all staff meetings and contributing positively to any discussions.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Working knowledge of H&S legislation and how it applies to everyday duties.
- Physically fit and able to remain standing and walking throughout the day.
- Willing to work early and night shifts as well as weekends and holiday periods.
- Possess forklift truck license as well as other relevant qualifications.

ACADEMIC QUALIFICATIONS

Nuneaton University **2004 - 2017**
BSc (Hons) Office Administration

Coventry Central College **2008 - 2014**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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