**CURRICULUM VITAE**

 Applying for a Warehouse Assistant Position

NAME: Kevin

Gender: Male

Nationality: Kenyan

Date of Birth: 19th June 1994

Marritial Status: Single

Email: Kevin.362640@2freemail.com

SAMMARY

I am seeking a new and challenging role within a busy warehouse where I can continue to make use of my skills and knowledge and will enable me to make an effective contribution to the business while continuing my own career development.

Skills

•    Knowledge of stock control processes
•    Excellent organisational skills
•    Able to work instinctively with good initiative and to tight deadlines
•    Successfully worked well with colleagues and transport managers/drivers
•    Willingness to continue my training and development
•    Physically fit and able to lift heavy stock

WORK EXPERIENCE

2015-2017

YOLLA FREIGHTERS LTD

Position:- Warehouse and Transport Assistant

Key Responsibilities:

•    Responsible for the accurate stock movement in/out of warehouse
•    Dealing with enquiries from transport managers
•    Ability to work within company policies and objectives
•    Packaging/labelling stock before being shipped out of warehouse
•    Meeting and greeting visitors/clients to the warehouse
•    Awareness of procedures regarding the storage of hazardous materials
•    Accurately recording information on company database to minimise stock waste

Education Back Ground

* 2012-2015 Tononoka boys high school K.C.S.E.
* 2003-2011 Bujwanga Primary school

ACHIEVEMENT

* Captain of the Red cross club in high school.
* Class representative in primary and high school.

Extra Skills

I have good working knowledge of the following computer package.

Introduction of computer

* Ms Windows
* Ms words
* Ms Excel
* Ms Power point
* Ms Access
* Ms Internet and mails

REFERRENCE :- Avalable on request