***STEPHEN***

**Email:** **Stephen.381814@2freemail.com**

**WAREHOUSE ASSISTANT CV**

A multi-skilled hardworking and efficient warehouse assistant with proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures work in a methodical and tidy manner. Possessing a comprehensive understanding of materials/stock management techniques and inventory control methods and procedures. Now looking for suitable position with a company which offers genuine room for progression and where i can make significant contribution.

**CAREER HISTORY**

MITCHELL COTTS FREIGHT

WAREHOUSE ASSISTANT - 2005 To 2009

**KEY SKILLS AND COMPETENCIES**

* Knowledge of supply chain management and related fields
* Have excellent numeracy, literacy and organizational skills
* Have excellent customer service to clients who visit the warehouse
* Physically fit and able to lift and move heavy packages and objects
* Minimizing stock loss
* Meeting tight deadlines

**Duties**

* Receiving, moving, checking and storing incoming goods
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality
* Packaging and labeling products before they are dispatched
* Picking and packing products
* Making sure that all inventory processes are completed on the same day
* Loading and unloading lorries, vans and other vehicles
* Labeling goods that have arrived at the warehouse
* Ensuring a clean and safe workhouse for staff to work in
* Signing off and replenishing stock
* Monitoring stock levels
* Occasionally delivering stock to shops and retail outlets
* Moving items through the warehouse from receipt to dispatch to customers

**PERSONAL**

* A good team player
* Willing to work overtime at short notice
* Able to work shifts
* Attention to details

**ACADEMIC QUALIFICATIONS**

Mbagathi View Academy - 2005

 High School Certificate

**PERSONAL DETAILS**

**Nationality** : Kenyan

**Date of Birth :** 02nd Jan 1985

**Marital Status** : Single

**Languages** : English

**Visa Status :** Visit Visa

**Reference :** Available upon request.