





CONTACT



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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

2018 - 2019

AGU WIRES LIMITED **WAREHOUSE ASSISTANT**

Receiving, moving, checking and storing incoming goods.

Packaging and labelling products before they are dispatched.

Picking and packing products.

Selecting space for storage and arranging for good to be placed in the designated areas

Loading and unloading lorries, vans and other vehicles.

Labelling goods that have arrived at the warehouse.

Welcoming and helping clients who visit the branch.

Contacting transport companies and coordinating dispatch and delivery with them.

Preparing deliveries for the van drivers.

Moving and organising stock.

Ensuring a clean and safe workhouse for staff to work in.

Storing stock away safely.

Occasionally selling goods over the trade counter.

Signing off and replenishing stock.

Monitoring stock levels.

Moving items through the warehouse from receipt to despatch to customers.

Perform duties Safely in accordance with job instructions

Maintain clean work environment in full compliance with company, customer and government regulations

Work from instructions. Reading customer orders and production schedules to determine correct product to be manufactured

Responsible for assisting in different departments of the shop facility

Assist with operations at the assembly, molds, laminating or bundling station as directed

Package or assist in packaging parts, materials, and equipment for storage or customer delivery.

EDUCATION

2014

Osun state polytechnic iree
Computer science

SKILLS

Have a clear focus on high quality, performance and business profit. Able to perform each essential duty to a satisfactory standard. Ability to make change quickly and accurately. Ability to deal with problems involving several concrete variables in standardized situations Ability to work well in a diverse and team environment. Communicate necessary information to Leadhands and co-workers from shift to shift. Ability to deal professionally, courteously and tactfully with the public and coworkers Proficient in time management; the ability to organize and manage multiple priorities