

ROBERT SMITH

Courier Deliveries And Mail

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Punctual and professional Courier Deliveries And Mail possessing a current Class B CDL and clean driving record. Safety- conscious and proactive in inspecting and maintaining vehicles. Responsible for operating a forklift to move, locate, relocate, stack, and count merchandise. Accountable for the safe and efficient operation of the vehicle and was also required to perform Order Filler and Checker duties. Unload inbound shipments safely and move product to storage locations. Looking for a challenging position that utilizes my skills and knowledge. Opportunity for growth and encourages professional development.

EXPERIENCE

Courier Deliveries And Mail

ABC Corporation - OCTOBER 2000 - PRESENT

- Providing efficient and safe delivery and pick-up of packages and documents, while representing the company in a professional manner.
- Operating company vehicles safely and efficiently, complying with all governmental and corporate procedures.
- Accomplishing accurate and timely selection and inspection of assigned packages, responsible for seeking additional business from current customers and attempts to gain new business during face to face contact with current and prospective customers.
- Answering customer questions on FedEx features of service and keeping customers informed about the company and its services.
- Inspecting packages including special requirements for dangerous goods and international shipments, separating the packages by service type and destination.
- Scanning packages according to prescribed procedures, demonstrating the proficiency in features of service and equipment.
- Safely operating equipment in narrow aisles, up and down ramps, through doorways and congested areas.

Junior Courier

ABC Corporation - NOVEMBER 1997 - OCTOBER 2000

- Operated electric, diesel, or gasoline powered forklifts capable of lifting 10,000 lbs.
- Utilized knowledge of loading methods to prevent damage during transport.
- Loaded and unloaded heavy boxes, bulky supplies, and material to and from trucks, dollies, pallets, docks, storage bins, and shelves.
- Computed fuel mileage and maintained the database for monthly fuel consumption.
- Operated dual wheel diesel truck to transport packages to and from

customer locations.

- Coordinated delivery and pick up of parcels from predetermined customers on a specific route at designated times throughout the day.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- High School - 1996(Sul Ross State University-Rio Grande College - Uvalde, TX)Diploma - (Computer School Of Science)

SKILLS

Customer Service, Inventory Management, Cash Management, Communication, Database Management, Logistics