

ROBERT SMITH

Overnight Grocery Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Excellent interpersonal skills and attention looking for a challenging position as an administration clerk (office, data entry, warehouse, etc.) or general laborer utilizing a vigilant eye with extensive experience in customer services to ensure the quality of procedures and products.

CORE COMPETENCIES

Customer Service, Cleaning, Stocking, Handling Money, Computer Literate, Typing, Creative Writing.

PROFESSIONAL EXPERIENCE

Overnight Grocery Clerk

ABC Corporation - 2016 – 2016

Key Deliverables:

- Appropriately handled and stored of the received goods and supplies.
- Sorted the goods and merchandise and assigned relevant price tags and labels to the same.
- Maintained regular inventory counts and kept a record of all stored goods.
- Organized the merchandise on the store shelves.
- Ensured cleanliness and order in the storeroom and in the store.
- Synchronized work functions with co-workers and other departments of the establishment.
- Reported discrepancies such as loss and damage of goods to the supervising manager.

Overnight Grocery Clerk

Delta Corporation - 2011 – 2016

Key Deliverables:

- Unload delivery truck, break down pallets of merchandise and spot them in the proper aisle Stock store shelves with merchandise from delivery truck .
- Return any merchandise that will not fit on shelves to back stock area Provide customer service.
- Help break down the daily grocery shipments that are received, I help restock the shelves after the shipments have been sorted.
- Responsible for keeping the backstock area clean and organized while maximizing the space for efficient storage.
- Stocking shelves and Freezer items In a timely manner Accomplishments I have gained stocking experience that I could use at other jobs that requires .
- Plus Im a very fast learner Skills Used The ability to lift constantly, Used pallet jacks to pull merchandise and Stocked products quickly.
- an overnight grocery clerk assist with the breakdown process of the truck.

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EDUCATION

- GED