

ROBERT SMITH

Replenishment Clerk

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Replenishment Clerk with 7 years of experience in updating and maintaining Cogen Procedure changes. Updating and maintaining GE TIL documentation. Maintaining Vacation Schedules and Records for Cogen & Maintenance Supervisors and enter into PeopleSoft. Maintaining Cogen Electronic Equipment Manuals. Coordinating Approval & Processing Monthly Gas Invoices for Wire Payment.

EXPERIENCE

Replenishment Clerk

ABC Corporation - 2018 - 2019

- Position involved customer service and providing general assistance as needed.
- Performed routine clerical duties, including data entry, answering telephones, and assisting customers.
- May served as cashier and handle cash and cash-related payments.
- May led, guided, and trained staff/student employees, interns, and/or volunteers performing related work.
- Participated in the recruitment of volunteers, as appropriate to the area of operation.
- Performed miscellaneous job-related duties as assigned.
- Used Microsoft excel and word.

Replenishment Clerk

Delta Corporation - 2011 - 2014

- Products from backstock to the sheleves for customers.
- Maintained clean and workable stockroom and executed weekly unloading of trucks prior to opening of store and entered inventory status into handheld .
- Release work for pickers to pick.
- Print out forces which is the product for the pickers to pick.
- Assist full pallet pickers.
- Being a Replenishment clerk, my job was to stock shelves with merchandise and to fill all the missing merchandise with back stock.
- Having a positive attitude, remaining calm under pressure and good decision making skills.

EDUCATION

- Associates Of Business

SKILLS

Customer Service, Peachtree Accounting, People, Data Entry.