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Warehouse Auditor

SUMMARY

To secure a challenging Warehouse Auditor position with a progressive company that offers long range growth and advancement from within the company, Maintaining control of documents and records to ensure proper audit trails and filing, Counting inventory on as goes on trailer and containers, Utilising system processes to conduct counts.

SKILLS

Type 52 wpm, Good written and oral communication, Possess.

WORK EXPERIENCE

Warehouse Auditor

ABC Corporation - February 1988 - October 2000

- Performed various operational checks to monitor adherence to company procedures.
- Scanned outbound shipments to ensure accuracy and quality.
- Ensured and complied with all procedures established to ensure product is being properly controlled.
- Communicated all problems and concerns regarding shipment scanning to warehouse supervisor.
- Accurately documented results of outbound audits upon completion.
- Updated inventory records with every goods inward and outward transaction.
- Loaded trucks with/without a power jack.

Warehouse Auditor

Delta Corporation - 1986 - 1988

- Olive Branch, MS Packed and assisted with boxes Sorted boxes and supplies Placed sku numbers on boxes Monitored .
- Going down a printed off list, checking my pallets to make sure that all the items are there and there are no damaged product.
- Scanning and verifying that my product is on the right pallet.
- making sure everything is correct on my pallets before I close them out.
- When everything is verified correctly I delivery it to the door on a EPJ.
- Auditing of warehouse orders using pallet Jacks and scanners.
- Breaking down and rebuilding orders.

EDUCATION

Diploma