MAYANK PATEL

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25 Glen Close Glen Eden, Auckland

Mobile: 0225307224

Email:  [maptel0311@gmail.com](mailto:tejdix2931@gmail.com)

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**PERSONAL SUMMARY**

A multi-skilled, hardworking and efficient warehouse assistant with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material / stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

**CAREER HISTORY**

Hasu Overseas  
WAREHOUSE ASSISTANT  – March 2019 – Present

Working as part of a team in a busy distribution centre, under the guidance and supervision of a warehouse manager or supervisor. Involved in moving stock around manually and carrying out all orders effectively.

Duties:

* Receiving, moving, checking and storing incoming goods.
* Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
* Packaging and labeling products before they are dispatched.
* Helping to ship out over 500 lines every day.
* Picking and packing products.
* Selecting space for storage and arranging for good to be placed in the designated areas.
* Making sure that all inventory processes are completed on the same day.
* Loading and unloading lorries, vans and other vehicles.
* Maintaining and servicing warehouse tool, machinery and trucks.
* Labeling goods that have arrived at the warehouse.
* Operating a forklift.
* 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 organizing stock.
* Supervising the work of junior staff.
* Ensuring a clean and safe workhouse for staff to work in.
* Storing stock away safely.
* Removing hazardous products from the warehouse.
* Occasionally selling goods over the trade counter.
* Signing off and replenishing stock.
* Using Mechanical Handling Equipment i.e. fork lift trucks  to move goods around.
* Monitoring stock levels.
* Moving items through the warehouse from receipt to dispatch to customers.
* Frequently delivering stock to shops and retail outlets.

**PROFESSIONAL EXPERIENCE**

Competencies:

* Knowledge of supply chain management and related fields.
* Have excellent numeracy, literacy and organizational skills.
* Delivering excellent customer service to clients who visit the warehouse.
* Physically fit and able to move heavy packages and objects.
* Ability to follow processes and procedure accurately.
* Strong problem solving skills.
* A comprehensive understanding of safety procedures.
* Minimizing stock loss.
* Meeting tight deadlines.

Personal:

* A good team player.
* Willing to work overtime at short notice.
* Able to work shifts.
* Have a meticulous and efficient work ethic.
* Attention to detail.

**KEY COMPETENCIES AND SKILLS**

Administrative duties  
Stock management  
Delivery of products  
Stock taking  
Shipping and receiving practices.

**ACADEMIC QUALIFICATIONS**

Under Graduate

**REFERENCE**

Available upon  request