

David James Smith

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Home (03) 111-4444

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Skills Summary

Over 15 years stores experience – local, export, medical, dangerous goods
Accurate in paperwork and computer entry of orders/invoices
Experience in stock ordering, rotation and housing/loading dangerous goods
Organised and methodical person who looks ahead and uses initiative
Flexible and adaptable to work hours required by the business
Pleasant and approachable personality and physically fit
MAF certified container inspector

Employment History

1997- 2014 Container/Truck Loader, Subset Delivery, Christchurch

- Loading/unloading containers and trucks by forklift
- Forklift and manually loading of dangerous goods where extra care needed
- Assisted drivers with loading/unloading and tie-down when less busy
- Completed paperwork including MAF inspections/container signoff
- General duties – maintaining clean and tidy premises and drive areas
- Achievements
- Gained MAF container certification/registration
- Knowledge to relieve/support staff in others areas of the business when busy

1991 - 1997 Storeperson, EXPORT FRUIT SUPPLIES LTD, Christchurch

- Customer service – taking customer orders over the counter and by phone
- Taking cash/eftpos payments and billing orders to client accounts
- Quality check products received to ensure minimum standards are adhered to
- Made up export orders including preparation or export paperwork
- Complete invoices for clients locally and nationally
- Ordering or some stock items to ensure daily supply
- Stocktaking, damaged/expired goods return and write-off
- Van deliveries to business in Christchurch area when orders were urgent
- Achievements
- Provide support to management staff by providing cost cutting ideas
- Flexible to work extra hours/shifts when peak season

1987 – 1990 Storeperson, Flex Supplies LTD, Christchurch

- Customer service including counter sales, phone enquiries
- Made up orders and attached packing slips etc
- Van deliveries when main driver was busy or sick
- Prepared manual invoice material and entered into the database
- Ensure goods in are stored correctly to reduce time taken in locating stock
- Stocktaking, stock rotation and control (writeoff)
- Achievement
- Gained knowledge of new database systems when installed

Education History

2000	MAF Certified Inspector
1987	F Endorsement
1986	Training Course – Stores Procedures
1984	Private motor vehicle

Sample Only

Personal Statement

Being a motivated person means I complete tasks on time, work with colleagues to achieve company goals and help build and retain customers by providing high levels of service and support. I enjoy being busy and focused in my work and have gained satisfaction from this in my career to date.

Interests

- Gardening
- Animals
- Rugby follower
- Cricket

Referees

Barny Rubble
Export Fruit Supplies
Past Employer
024 111 1111

Fred Flintstone
Subset Delivery
Past Work Colleague
024 222 2222

Justin Bieber
Flex Supplies Ltd
Supervisor
024 333 3333