

Driving licence

Class 2 (F)

LinkedIn

<https://www.linkedin.com/holda-singh>

Thorough and steadfast warehouse worker with 10+ years of experience in warehousing and extensive experience in warehouse functions, particularly hazardous material. Ensuring a safe working environment free of safety hazards by maintaining a clean work environment and keeping workstations neat. Daily inventory management of over 200 items and entering stock counts in company computer systems. Conducting pick-ticket item assessments for inbound customer orders to ensure accuracy of products to customers. Maintained 100% safety record consecutively over past 5 years and 98% inventory accuracy for extended periods of time. Keen to explore other avenues of warehousing.

WORK EXPERIENCE

Warehouse Supervisor

Jan 2013 - Present

HamChem, Te Rapa

- Checking warehouse task documentation and doing pick-ticket item assessments.
- Auditing inbound and outbound shipments at day end and submitting daily stock reports.
- Reporting delivery shortages and returns to procurement for query resolution.
- Ensuring forklift and other materials handling equipment are well maintained and in working order.
- Adhering to safety policies for hazardous materials and addressing potential safety hazards immediately.
- Ensuring workstations are neat and maintaining a clean environment to prevent unsafe working conditions.
- Taking accurate inventory of stock on hand to feed into inventory management system.
- Resolving inventory discrepancies within 24 hours and reporting unresolved shortages to management.
- Recording inventory counts to maintain optimum stock levels on hand per company policies.
- Accurate records keeping of physical inventory for incoming shipments and outbound shipments.

SKILLS

Inventory management	Expert
Health & safety compliance	Expert
Organizational skills	Expert
Communication skills	Expert
Supervisory skills	Expert
Ability to meet deadlines	Expert

INTERESTS

Hamilton Road Runners - active member and club competitor in marathons.

REFERENCES

References available on request.