

Linda Harris

Warehouse manager

AREAS OF EXPERTISE

Warehouse management

Distribution

Warehouse administration

Stock control

Performance management

Health & safety

Supply chain process

Operational efficiencies

Staff recruitment

PROFESSIONAL

NVQ in Warehousing & Storage

First Aid Certificate

PERSONAL SKILLS

Planning

Ability to motivate a team

Problem solving

PERSONAL DETAILS

Linda Harris
34 Made Up Road
Coventry
CV66 7RF

T: 02476 000 0000
M: 0887 222 9999
E: linda.h@dayjob.co.uk

DOB: 12/09/1985
Driving license: Yes
Nationality: British

PERSONAL SUMMARY

An enthusiastic warehouse manager with drive, determination and a proven ability to oversee the efficient receipt, storage and dispatch of a wide range of goods. Having the necessary management skills required to administer, improve and develop a warehouse to achieve maximum efficiency, effectiveness and quality of service. A hardworking, pro-active individual with an upbeat positive attitude, who also has extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.

Currently looking for a management position that offers variety and the opportunity to develop both personally and professionally.

WORK EXPERIENCE

Cash & Carry – Coventry
WAREHOUSE MANAGER June 2008 - Present

Responsible for planning out all warehouse resources & activities in relation to companies objectives & targets. Also keeping track of stock using computer systems, allocating space for storing goods & organizing special requirements for stock.

Duties:

- Managing all processes and functions within a busy warehouse.
- Managing a team of up to 35 employees within the warehouse.
- Coordinating racking and storing.
- Maintaining high standards of materials handling.
- Responsible for the warehouse security and accountability.
- Ensuring stock levels are managed and controlled effectively.
- Ensuring compliance with all Health and Safety regulations.
- Using automated computer systems to monitor stock control.
- Implementing new projects.
- Producing incident and performance reports for senior managers.
- Making sure that all freight receipts and deliveries are carried out in time.
- Scheduling work & rotas to meet fluctuations in staffing levels & workloads.
- Leading, motivating, training and developing staff.
- Visiting clients to monitor the quality of service they are receiving.
- Updating & maintaining computerised & paper based administrative records.
- Responsible for the disciplinary & grievance procedures.
- Working with team leaders to review procedures & maximise customer satisfaction.

KEY SKILLS AND COMPETENCIES

- Having an eye for detail, stamina and a thorough approach to work duties.
- Excellent organisation and troubleshooting skills.
- Experience of dealing with short shelf life food products.

ACADEMIC QUALIFICATIONS

BSc (Hons) Logistics
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry North School 2000 - 2005

REFERENCES – Available on request.

Copyright information - Please read

© This warehouse manager [CV template](#) is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site www.dayjob.com. However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: info@dayjob.com.