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## Medical Store Keeper Resume

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### Job Objective

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Seeking a job as Medical Store Keeper in which my expertise, skills and dedication can help in the prosperity of the organization.

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### Highlights of Qualifications:

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- Hands-on experience in receiving, stocking, and delivering medical supplies
  - Profound knowledge of warehousing activities, store operations, and inventory management practices
  - Outstanding knowledge of governmental and international agency regulations and procedures
  - Familiarity with operating computerized recordkeeping systems
  - Ability to interact and work with all staff members and medical personnel, in a helpful manner
  - Ability to prepare and keep correct and current medical store records
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### Professional Experience:

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Medical Store Keeper  
Texas Health Resources – Fort Worth, TX  
August 2012 – Present

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### Responsibilities:

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- Ordered, received, and checked all medical supplies and equipments, properly.
- Arranged, stored, and maintained the inventory level of all medical supplies.
- Rotated medical supplies and checked all store materials for expiration dates.
- Prepared and maintained computerized records of medical store supplies, in an accurate manner.
- Received and responded to all phone inquiries related to materials and inventory orders.
- Cleaned, sanitized, and tidied the medical store premises, efficiently.

Medical Store Keeper  
Dupage Medical Group – Illinois  
May 2009 – July 2012

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### Responsibilities:

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- Counted and checked all incoming medical supplies, thoroughly and properly.
  - Received and stored all incoming medical supplies, in an organized manner.
  - Prepared, maintained, and submitted all inventory-related records and reports, accurately.
  - Supervised and assisted with loading and transportation of all requested medical supplies.
  - Collected and returned all canceled and damaged items back to vendors.
  - Handled and answered inventory order and availability related questions, efficiently.
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### Education:

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Associate Degree in Medical Technology  
Coastline Community College, Fountain Valley, CA

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