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## Order Processor Resume

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### Job Objective

To apply my skills, education and knowledge to gain employment as an Order Processor.

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### Highlights of Qualifications:

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- Substantial experience in invoicing process, order entry and sales order processing system
  - Deep knowledge of ICD-9 codes and manufacturing environment
  - Profound knowledge of operating processes and company services and products
  - Familiarity about receiving and shipping orders within set time deadlines
  - Proficient in order processing in computer applications
  - Ability to perform following instruction in written and verbal medium
  - Ability to do multiple tasks at same time and attain tight deadlines
  - Ability to match up with month end demands and commitments at end of quarter period
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### Professional Experience:

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Order Processor  
immixGroup, Inc, Phoenix, AZ  
August 2007 – Present

- Reviewed order twice and signed every verified order.
- Ensured to prepare order packs suitable for shipping.
- Provided assistance in receiving orders and sorted products to Quarantine.
- Utilized UPS and extra shipping systems along with Visual operating system.
- Ensured apt maintenance of general warehousing and its related operations.
- Created sales order using processing module from Great Plains sales order.
- Prepared purchase order accurately for manufacturer within given timeline.

Order Processor  
The Hillman Group, Phoenix, AZ  
May 2004 – July 2007

- Maintained daily average order entry rate as minimum of 35 orders per day while average error rate below 2% of entire processed orders.
  - Analyzed and comprehended order paperwork to identify product requirements.
  - Prepared manifests and labeled boxes having clear title and description.
  - Sent completed orders to designated area utilizing wheeled cart.
  - Verified completed orders to check for accuracy and correctness.
  - Controlled inventory stocks and reviewed document replenishment requisites.
  - Supported in maintaining and managing yearly physical inventory count at facility.
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### Education:

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Bachelor's Degree in Accounting  
St. Lawrence University, Canton, NY

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