
Quality Control Checker Resume

Job Objective

To obtain a Quality Control Checker position and to contribute to the success of the company.

Highlights of Qualifications:

- Hands-on experience in delivering quality control inspection and reporting services
 - Profound knowledge of computer operations and Microsoft Office software
 - Outstanding knowledge of Quality Control, customer service, and basic mathematical concepts
 - Familiarity with various office administrative and clerical activities
 - Ability to track expenditures and process invoices, correctly and properly
 - Ability to handle and finish all assigned tasks, within given deadlines
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Professional Experience:

Quality Control Checker
NFI Industries, Leesport, PA
August 2012 – Present

Responsibilities:

- Inspected and weighed the contents of all customer orders, properly.
 - Obtained product samples and performed quality checks on them, prior to packaging.
 - Verified all customer orders and ensured their conformance to client specifications.
 - Checked and matched labeling and addressing of outbound orders for accuracy and completeness.
 - Identified and reported all product shortage, damaged products, and wrong shipments.
 - Prepared and maintained accurate reports related to product quality and work activities.
 - Oversaw and assisted with inventory control and quality control of company products.
 - Received new customer orders and resolved all order-related issues of the customers.
 - Processed product invoices and ensured timely shipping of customer orders.
 - Interpreted and complied with all applicable company policies and quality standards.
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Education:

Bachelor's Degree in Quality Assurance Management
Rochester College, Rochester Hills, MI

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