
Receiving Clerk Resume

Job Objective

To obtain a Receiving Clerk position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Receiving Clerk
Terranea Resort, New York, NY
May 2004 – Present

- Verified goods against records of shipments and ensured necessary follow up to correct discrepancies.
- Managed to use a cart and other manual equipment to move goods to storage.
- Ensured to unpack incoming branch merchandise and tag merchandise.
- Recorded all relevant information about shipments and receipts.

Receiving Clerk
Aerotek , New York, NY
March 2002– April 2004

- Maintained inventory of shipping materials and supplies.
 - Ensured to affix shipping labels to identify appropriate shipping information.
 - Contributed to verify, enter, update and retain records for incoming shipments.
 - Reconciled receipt and shipping inconsistencies with appropriate personnel.
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Summary of Qualifications:

- Vast experience in receiving and inspecting incoming products
 - Ability to determine appropriate appearance, weight, count of company products
 - Skilled in verifying receipt and shipment, picking ticket and packing list
 - Ability to communicate with location staff to exchange information
 - Knowledge of inventory of shipping materials and supplies
 - Ability to prepare bills of lading, invoices and shipping lists
 - Proficient in Microsoft Office Suite and basic math
 - Attention to detail and accuracy
 - Ability to use pallet jack or forklift
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Education:

Associate Degree in Commerce
Community College of Rhode Island, Warwick, RI

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