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## Store Officer Resume

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### Job Objective

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Pursuing a Store Officer position in which my skills, special training and experience will positively impact the organization in meeting end goals.

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### Highlights of Qualifications:

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- Strong accomplished experience in stores management
  - Deep knowledge of Stock Management, MRP, Logistics (preferably with SAP software – MM module)
  - Solid understanding of Material Storage Techniques & Part Identification
  - Good relational, communicating skills
  - Remarkable ability to Improve Transparency of Stores
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### Professional Experience:

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Store Officer  
Alcoa, Grand Rapids, MI  
August 2005 – Present

- Ensured that all materials are correctly handled and recorded.
- Planned and optimized stock holdings.
- Improved and developed Supply related processes and the Stores team.
- Ensured product quality remains within specification.
- Eliminated potential pollution sources and improved environmental performance parameters.

Store Officer  
Ma Foi Randstad, Grand Rapids, MI  
May 2000 – July 2005

- Maintained and updated information in SAP for each movement.
  - Prepared the items to be dispatched to final customer as per dispatch planning.
  - Prepared Excisable and Dispatch documents for shipment.
  - Performed receptions of goods, check quality of goods in relation with quality department.
  - Organized proper identification, location and display of material stacking.
  - Checked that stock levels are proper according to MRP calculation.
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### Education:

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Bachelor's Degree in Materials Management  
Immaculata University, Immaculata, PA

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