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## Warehouse Assistant Manager Resume

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### Job Objective

Seeking Warehouse Assistant Manager position with reputable organization in which my experience can be a positive influence on the growth of company.

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### Highlights of Qualifications:

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- Huge experience of managing warehouse, distribution and manufacturing facilities
  - Expertise in managing and supervising warehouses
  - Profound knowledge of logistics and warehouse distribution
  - Exceptional knowledge of forklifts and its use
  - Remarkable ability to identify problems and resolve it
  - Ability to develop team members for various corrective actions
  - Skilled to perform basic math in functions
  - Proficient in working at RF scanner
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### Professional Experience:

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Warehouse Assistant Manager  
Super Micro Computer, Inc., Detroit, MI  
October 2008 – Present

- Organized a neat and clean warehouse and ensured achievement of all goals.
- Prepared and updated daily checklist for warehouse.
- Supervised facility even on weekends and ensured smooth working.
- Analyzed warehouse processes and provided feedback to improve quality and reduce prices.
- Determined schedule for employee and monitored its implementation.
- Performed safety audits and ensured compliance to all warehouse safety standards.
- Resolved all operational issues and escalated complex issues.
- Evaluated employee performance and conducted appraisals accordingly.

Warehouse Assistant Supervisor  
CalsonicKansei North America Inc., Detroit, MI  
August 2003 – September 2008

- Managed all shipping orders and warehouse employees.
- Monitored all incoming and outgoing drivers from warehouses.
- Scheduled office duties and managed all invoices and checked incoming and outgoing emails.
- Organized warehouse function such as lock facilities and managed all invoices.
- Maintained a neat and organized area.

Warehouse Assistant Clerk  
HMSHost, Detroit, MI  
May 1998 – July 2003

- Planned and directed cargo to various domestic and foreign locations.
  - Managed calculations of all imported and exported merchandise.
  - Monitored requests and managed all extension and cancellation of shipments.
  - Maintained all invoices and postage bills according to Federal regulations.
  - Assisted customers and resolved customer issues.
  - Organized product inventory and monitored its incoming and outgoing products.
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### Education:

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Bachelor's Degree in Business Administration  
Thiel College, Greenville, PA

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