

# Linda Harris

## Warehouse manager

### AREAS OF EXPERTISE

*Warehouse management*

*Distribution*

*Warehouse administration*

*Stock control*

*Performance management*

*Health & safety*

*Supply chain process*

*Operational efficiencies*

*Staff recruitment*

### PROFESSIONAL

*NVQ in Warehousing & Storage*

*First Aid Certificate*

### PERSONAL SKILLS

*Planning*

*Ability to motivate a team*

*Problem solving*

### PERSONAL DETAILS

Linda Harris  
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Coventry  
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DOB: 12/09/1985  
Driving license: Yes  
Nationality: British

### PERSONAL SUMMARY

An enthusiastic warehouse manager with drive, determination and a proven ability to oversee the efficient receipt, storage and dispatch of a wide range of goods. Having the necessary management skills required to administer, improve and develop a warehouse to achieve maximum efficiency, effectiveness and quality of service. A hardworking, pro-active individual with an upbeat positive attitude, who also has extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.

Currently looking for a management position that offers variety and the opportunity to develop both personally and professionally.

### WORK EXPERIENCE

**Cash & Carry – Coventry**  
**WAREHOUSE MANAGER**      June 2008 - Present

Responsible for planning out all warehouse resources & activities in relation to companies objectives & targets. Also keeping track of stock using computer systems, allocating space for storing goods & organizing special requirements for stock.

#### **Duties:**

- Managing all processes and functions within a busy warehouse.
- Managing a team of up to 35 employees within the warehouse.
- Coordinating racking and storing.
- Maintaining high standards of materials handling.
- Responsible for the warehouse security and accountability.
- Ensuring stock levels are managed and controlled effectively.
- Ensuring compliance with all Health and Safety regulations.
- Using automated computer systems to monitor stock control.
- Implementing new projects.
- Producing incident and performance reports for senior managers.
- Making sure that all freight receipts and deliveries are carried out in time.
- Scheduling work & rotas to meet fluctuations in staffing levels & workloads.
- Leading, motivating, training and developing staff.
- Visiting clients to monitor the quality of service they are receiving.
- Updating & maintaining computerised & paper based administrative records.
- Responsible for the disciplinary & grievance procedures.
- Working with team leaders to review procedures & maximise customer satisfaction.

### KEY SKILLS AND COMPETENCIES

- Having an eye for detail, stamina and a thorough approach to work duties.
- Excellent organisation and troubleshooting skills.
- Experience of dealing with short shelf life food products.

### ACADEMIC QUALIFICATIONS

BSc (Hons)      Logistics  
**Nuneaton University**      2005 - 2008

A levels:      Maths (A) English (B) Technology (B) Science (C)  
**Coventry North School**      2000 - 2005

**REFERENCES** – Available on request.

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