

Automated Logistical Resume
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Objective

A highly talented, skilled and professional Automated Logistic Specialist (92A30) with over 20 years of diverse experience in the Logistic field and over 9 years supervisor and management skills, seeking a position of responsibility as a Senior Automated Logistic Specialist to utilize my skills and proficiency in a renowned organization.

Skills (1995-2014)

- * Ability to devise innovative solutions in a fast-paced business environment
- * Possess excellent verbal and written communication skills
- * Result-oriented, highly motivated and ability to meet deadlines
- * Trained and certified with SAMS-E and SARS systems (over 6 years experience)
- * In depth knowledge handling and storing stock (stock control)
- * Ability to operate Microsoft office, Microsoft word, Microsoft Excel and Power point
- * Familiar with all aspect of the supply chain management including storage, warehouse management and records keeping, very familiar with repairable exchange pricing

Experience/Qualifications (1995-2014)

Established and maintain stock lists, material control, inventory, supply reports and accounting
Reviewed and verified quantities received against bill of lading (contracts), shipping documents and purchase request

Administered document control procedures and maintained stock locator system

Handled the task of processing documents at direct support through warehouse section

performed prescribe load list and shop stock list duties in accordance with the Automated supply system

Prepared and distributed shipping documents

Operates and maintains material handling equipment (Forklifts)

Managed and maintain personnel files for over 15 commodity shops and 60 assigned personnel

Responsible for tracking man-hour accounting for each shop along with reconciliations.

Scored outstanding ratings in all command inspections

Managed shop stock over 250 items

Education and Training

Trained and certified from the Quarter Master Corps at Fort Lee, Virginia (ANOC/ASL),
(BNCOC/ALC)

Current student at Methodist University (Social Worker) with 70 Credit hours

Currently possesses a Secret Security Clearance