

Abdirahmann Abdi

Shipping Clerk

Bloomington, MN

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6126364737

Work Experience

Shipping Clerk/Assembler

GN ReSound - Bloomington, MN

October 2018 to April 2019

- Prepared and printed shipping labels corresponding to shipping needs.
- Tracked inventory and reported any shortages to sales team so we can update the website.
- Print daily sales receipts and cross-check with computer software to ensure accuracy.
- Assemble and fill boxes and other cartons with items that need to be shipped.
- Maintained a clean and neat work.
- Process orders based on the buyer's preferred shipping system FedEx priority.
- Assisted in other departments as needed.
- Performed monthly cycle counts and inventory audits in all departments.

Event Staff/Security

U.S. Security Associates, Inc. - Minneapolis, MN

August 2017 to September 2018

Stationed at desk and checked attendees for their credentials and identification.

Assisted in other areas as needed.

Maintained proper security presence at all events.

Security Officer

G4s Security - Shakopee, MN

February 2015 to July 2017

- Provided excellent customer service
- Immediately responded to emergencies to provide necessary assistance to employees and customers
- Ensured the security, safety and well-being of all personnel, visitors and the premises
- Followed procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations.
- Remained alert at all times for unusual or suspicious activity.
- Patrolled indoor and outdoor areas of the building.

Education

Associate in Computer Science in Computer Science

Normandale Community College - Edina, MN

January 2017

High school or equivalent in Diploma

Metro South - Bloomington, MN

Skills

Warehouse Associate (Less than 1 year), Shipping (Less than 1 year), Security (2 years), Special Events (1 year)

Certifications/Licenses

CPR & First Aid

June 2018 to June 2020