



AlphaBah

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Shipping Receiving Clerk with over a decade of experience and increased responsibility.

Dedicated to the comprehensive and accurate coordination of shipping rates and routes. Skilled at providing detailed record verification and processing, processing customers orders and facilitating shipments, and equipment labelling. Specialize in reviewing order reports and reconciling account to ensure accuracy.

Core Qualification:

- Highly developed sense of organization and attention to detail.
- Physically fit.
- Forklift Operator and hand trucks.
- Understanding of transportation shipping guidelines.

LOGISTICS ANALYST

Classic Jerky Company , Taylor ,MI

05/21 to Current

- Routed incoming shipments to the proper department or warehouse location
- Responsible for dealing with shippers when merchandise was found to be damaged or lost.
- Analyze data to identify areas of supply chain operations to improve efficiency by consolidate shipments.
- Verified rate charges by using Priority1 portal and creating ASN.
- Keep files of goods shipped and received by preparing regular shipping and receiving reports for managers. Verifying items on the in-bound shipments match with what is listed on provided packing list and receiving them into SAP.

SHIPPING & RECEIVING CLERK

Classic Jerky Company , Taylor ,MI

08/20 to 03/21

- Retrieved customers orders and packages for shipment.
- Moved products to assigned area in the warehouse or to store shelves.
- Posting of all orders in SAP and preparing the shipping documents.
- Scheduling of FTL, LTL (Fedex, Old Dominion, YRC, Estes etc) carriers for pickups.
- Recorded items removed from inventory in SAP.
- Loading / unloading shipments from trucks with either pallet jack or forklift.

EXPERIENCE

MATERIAL HANDLER

06/2019 to 06/20

Dick's Sporting Goods | Goodyear , AZ

- Assisting in loading and unloading materials and inventory.
- Keeping track of all the materials arriving at loading docks and product areas.
- Identifying, recording, and cataloguing all inventories.
- Checking if materials are labeled and stored correctly.
- Adhering to the health and safety regulations at all times.
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PURCHASING OFFICER

07/2018 to 04/2019

Co-Z Furniture & Interior | Lithonia, GA

- Collaborated with buyers for special events and seasonal promotions to maintain adequate product stock and drive sales
- Computed and created purchase orders in Systems Applications Products (SAP) to monitor stock levels, verify purchase requisitions and expedite customer orders



Education

12/2010



Bachelor of Arts | Mass Communications

- Shipping and receiving
- Logistics
- Company Policies
- Supply chain distribution
- Shipping Documentation
- Warehouse management systems
- Inventory Management
- Zebra MC9200 Scanning
- Data Entry
- Equipment monitoring
- Outgoing Shipments

