

FRANK BBOSA

WAREHOUSE ASSOCIATE

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PROFESSIONAL SUMMARY

I am a Dedicated Warehouse Associate with 5+ years' verifiable track record of providing exceptional customer services by accurately picking orders and ensuring that they are timely shipped out. A versatile and analytic individual who has first-hand experience in organizing stock and maintaining inventory within a warehouse environment. Examines incoming and outgoing shipments by ensuring that they conform to company standards.

KEY ACHIEVEMENTS

- Reorganized the warehouse inventory system, making the process 50% less cumbersome to handle than before.
- Implemented advanced quality control procedures, resulting in a 30% decrease in product returns and complaints.
- Devised a foolproof method of automatically creating shipment paperwork, by connecting the database to the order picking system.
- Saved the company \$8000 yearly by suggesting that they switch to a less expensive parts vendor, without compromising on product quality.
- Developed a dynamic labeling system, which decreased time in writing labels by hand by a staggering 50%.
- Trained warehouse staff in the effective handling of materials and integrating best practices, significantly reducing accidents.
- Suggested the implementation of a safe material removal system (for hazardous materials), resulting in increased warehouse personnel security.

KEY SKILLS

Assembly line • Customer Service • Facility Maintenance • Loading and Unloading • Materials handling and Transport • Order Picking and Packing • Sorting and Placing • Quality control • Logistics • Cycle Counting • Damage Control • Operations Support • Labelling • Forklift Operation • Shipping Documentation • Inventory Management • General Housekeeping • Proficient in Microsoft Office Suite • Warehouse Accessibility and Safety • Attention to detail • Strong problem solving • Merchandise Check-in Procedures • Loss Prevention Programs

PROFESSIONAL EXPERIENCE

ALJABER LLC

WAREHOUSE WORKER

Feb 2021— March 2024

- Completed cycle counts and monthly inventory.
- Checked packages and merchandise for damage and notified vendors.
- Handled daily customer service aspects and maintained positive relationships with external customers and freight partners.
- Conducted regular inspections and audits to check quality and verify inventory levels.
- Recorded daily incoming delivery information and obtained vendor signature on delivery tickets.
- Collaborated with various departments to manage timely delivery of orders and avoid delays.

NORBROOK

WAREHOUSE ASSOCIATE

May 2017— Jan 2021

- Assembled orders and packed items for shipment, conveying orders to shipping personnel.

- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Manually or mechanically loaded and unloaded materials from by observing devices, or other transport vehicles.
- Labeled and accurately moved customers orders to meet shipment timetables and minimize errors.
- Operated pallet jacks and material moving equipment to receive and transport items from various warehouse locations.

EDUCATION

Bachelor's Degree

Bangalore University. 2008-2011.