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NERMIN HAMZAGIC

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Summary

More than 8 years of warehouse and materials management experience.
Ability to manage warehouse, inventory, shipping, and receiving operations.
Hard working and detail oriented, with the ability to multi-task effectively.
Outstanding motivation, and communication skills.

Skills

- Certified Forklift Operator 8+ Years
- Ability to work well under pressure
- Computer literate
- Detail oriented; ability to work independently
- Ability to organize and prioritize workload to meet deadlines
- Team player and self-motivated
- Flexible work schedule

Accomplishments

Utilized hand held computerized system to verify shipments and identify loads for re-packaging and distribution to correctional facilities or forwarding to inventory.
Loaded, bound, and arranged pallets, labeled, and transported into warehouse.
Directed warehouse operations including receiving, shipping, packaging, and labeling.
Restocked and organized items as necessary and as directed.
Promoted to IPIC within 2 weeks, with direct responsibility for the security and shipment of 50+ million in inventory.
Prepared pallets by following prescribed stacking arrangement and properly tagging pallets.
Recorded numbers of units handled and moved, using daily production sheets or work tickets.

Professional Experience

Material Handler/Shipping/Receiving

May 2014 to Present

Crenlo - Rochester, MN

General Responsibilities

Run the Shipping and Receiving dock, Count all part that are manufactured at Crenlo Plant 1 and received them into the Company System and ship them across town to Crenlo Plant 2, load and unload trucks with a forklift from various different outside companies, receive in Raw Steel so it can be formed into parts and shipped out to production.

Material Handler

Mcneilus Oskosh - Dodge Center, MN

Nov 2013 - May 2014

General Responsibilities

Delivered parts with forklift and golf cart to manufacturing lines to support production, inventory counts, transferred parts in company system so that accurate inventory counts are in both locations at all times, dealt with purchasing by phone and email to ensure parts are ordered on a timely manor so that production did not run out of parts.

IPIC Inventory

Oct 2012 to Nov 2013

IBM Manpower — Rochester, MN

- General Responsibilities Maintain no more than 3% variance of inventory.
 - Provide on-going inventory input to Variance Coordinators.
 - Work daily negative report (via Inventory Analysis Database) Work with Open Disbursements and RIPS.
 - Review and correct all NCM tag issues on a daily basis.
 - Work the Inventory Count Database for weekly counts.
 - Assist in the coordination of stock checks. *
- Execute customer satisfaction.

Shipping/Receiving clerk

Aug 2006 to Jan 2012

Benchmark Electronics — Rochester, MN *

General Responsibilities.

- Ensuring accuracy of work while processing warehouse inventory Auditing incoming and outgoing stock items to ensure supplies are being received and shipped on a timely basis Communicating excessive, unplanned demands, scraps, and/or shortages of material to appropriate staff member Assessing department system procedures to continually look for new ways to improve material flow process.

IPIC Inventory

Jun 2005 to Aug 2006

IBM Manpower — Rochester, MN

- Same responsibilities as in current job provided above

Education and Training

GED 2013 World Hope Academy — Miami, Florida

John Marshall High School — Rochester, MN