
BEDRI MUCLLARI

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To whom it may concern,

As an accomplished professional with 35 years of industry experience, I feel I'd be the perfect fit for the position in which I'm applying. My skills and training would add value to your organization, and I am excited for the opportunity to be a valuable contributing member of the team.

In my previous role as a Warehouse Foreman, I gained the knowledge and experience I need to hit the ground running and start making an immediate contribution right away. The following are just a few highlights of my professional skills and achievements that I hope to bring to your company:

- Loading and unloading of trucks
- Inventory Management
- Forklift Operations

My resume will show you many others.

I would welcome the opportunity to speak with you to discuss how my background could make a major impact on your organization's success. I look forward to hearing from you, and thank you for your time.

Sincerely,

Bedri Mucllari

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PROFESSIONAL SUMMARY

Resourceful hard worker with 35 years of experience. Follow written or verbal directions to carry out efficient work moving, storing and packaging of all materials. Safety-driven and adaptable with good planning and problem-solving abilities. Diligent Warehouse Associate who is adept at loading and unloading trucks, shipping and receiving and order picking and packing. Reliable and safety-conscious with excellent freight labeling capabilities.

SKILLS

- Shipping and receiving
- Packing and scanning
- Materials transportation
- Safety and compliance
- Forklift operations
- Labeling and boxing
- Order picking and processing
- Box lifting
- Lifting and sorting
- Loading and unloading

WORK HISTORY

Warehouse Lead, 12/2009 to 08/2019

Kamco Building Supply Corporation – Paterson, NJ

- Loaded, unloaded and sorted cargo as part of accurate and efficient daily shipments
- Prepared pallets of boxes for easy transportation between customer and storage locations
- Coordinated daily work strategies, following oral and written instructions to properly move and ship products
- Prevented load shifting or damage by using bracing and strapping techniques
- Moved and lifted heavy loads of merchandise using necessary equipment
- Kept warehouse clean and organized to maximize team efficiency and productivity
- Shipped material and performed boxing, packing, labeling and preparation of any related documents

Shipping Supervisor, 12/2000 to 12/2009

Supreme Oil Company – Englewood, NJ

- Worked with vendors to schedule daily pickups and weekly deliveries
- Maintained effective and on-schedule delivery of all packages, identifying and selecting optimal shipping

methods to meet targets

- Inspected loading operations to ensure efficiency and safety
- Trained and managed a staff of 25 persons
- Forklift Operator

Warehouse Foreman, 12/1993 to 12/2000

Allied Building Products – East Rutherford, NJ

- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately
- Conducted inventory audits with 100% accuracy following company procedures
- Prepared all Bill of Ladings and manifests necessary for shipment
- Coordinated all transfers and trucks from East and West coast branches
- Handled the loading and unloading of all trucks and trailers
- Responsible for shipping and receiving of all orders
- Forklift Operator
- Handled route dispatching

Warehouse Manager, 12/1990 to 12/1993

Ten Hoeve Bros. – Carlstadt, NJ

- Handled day-to-day shipping and receiving overseeing all packages that were being shipped and/or received
- Manage the inventory on a day to day basis
- Forklift Operator
- Inspected delivery vehicles before leaving loading dock with a shipment
- Managed the dispatching of vehicles

Warehouse Manager, 12/1987 to 12/1990

Bak-A-Lum Corp. – Garfield, NJ

- Handled day-to-day shipping and receiving overseeing all orders that were being shipped and/or received
- Managed the day to day inventory
- Forklift Operator
- Inspected delivery vehicles before leaving warehouse with shipments
- Handled dispatching responsibilities

Warehouse Manager, 12/1981 to 12/1987

Jersey City Tobacco Company – Clifton, NJ

- Second shift foreman - Supervised and trained a staff of 6 plus

- Coordinated and scheduled orders for next day delivery (Freight shipments)
- Oversaw all orders that were being shipped and received
- Forklift operator
- Responsible for all physical inventory

Warehouse Manager, 12/1979 to 12/1981

Finsbury Products Inc – Elmsford, NY

- Handled day-to-day shipping and receiving overseeing and oversaw all orders that were shipped and received
- Assembled displays for distributors
- Pick and pack freight

Inventory Control Manager, 01/1975 to 12/1979

Cadogen Investments – Saddle Brook, NJ

- Recorded information, shortages and discrepancies to keep records current and accurate
- Managed the processing and packaging of all orders for shipment
- UPS and Federal Express Freight Shipments
- Forklift Operator

EDUCATION

High School Diploma

Lodi High School - Lodi, NJ