

*"We Specialise in People"*

### Resume Examples 3:

#### **PERSONAL DETAILS**

Name: Phillip David Roberts

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#### **WORK HISTORY**

**2010 – Current:** Hayes Warehouse

**Position:** Warehouse Manager

**Duties:** Picking

Packing

Dispatching of Goods

Freight Control

Forklift Operation

Stock Control

**2005 – 2010:** Hayes Express

**Position:** Purchasing Officer

**Duties:** Maintain stock levels

Manager direct delivery service

Oversee the ordering of office products

Monitor backorders from suppliers

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## **Skills and Attributes**

- Honest
  - Hard Working
  - Reliable
  - Adaptable and willing to learn
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## **QUALIFICATIONS**

- Senior First Aid
  - Manual Handling
  - CPR
  - Basic Fire Fighting
  - Fork Lift Ticket
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## **REFERENCES**

### **Neil Armstrong – Manager**

Hayes Express

**Phone:** 0400 000 000

**Cary Fisher – Manager**

Hayes Warehouse

**Phone:** 0411 111 111

