

Ben Fuller

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Professional Statement

Organised and proactive individual with over ten years' experience in warehouse operations including the use of RF scanners and SAP. Focused on providing a very high level of customer service, I use a hands-on approach in motivating and leading staff to ensure the highest levels of warehouse productivity. Experienced in training staff and assisting to provide solutions to everyday queries, I am licensed to drive both LO and LF Forklifts. I have effectively written and oral communication skills developed through interaction with Managers, Departments, Colleagues and Customers.

License

2018	Renewal of High-Risk Work Licenses (LO and LF Forklift) Worksafe
2001	Victorian Manual Driver License

Employment History

current – Nov 2011 **Assistant Team Leader**

Roberts Warehouse International

- Ensured warehouse items are efficiently replenished
- Efficiently picked, loaded, packed, wrapped, labelled, and shipped orders for delivery
- Received and processed warehouse stock products and unloaded containers
- Used RF barcode scanner to record stock levels and storage locations
- Entered electronically details of received delivery slips, requisitions, invoices
- Experience using SAP warehouse system
- Communicated and cooperated with supervisors and reported any discrepancies
- Trained new staff, responded to staff queries, and collaboratively worked with Managers and co-workers
- Led a small team to provide excellent Customer Service
- Prepared written documentation to supervisors as required
- Safely operated Forklift
- Ensured warehouse OH & S procedures followed and incidents correctly reported

Dec2010 – May2005 **Warehouse Assistant**

Smith Kitchen Company

- Accurately picked and assembled goods and boxed loose products
- Maintained product integrity during picking and loading of trucks
- Adhered to time constraints
- Provided customers with excellent service
- Successfully worked as part of the warehouse team
- Followed safe manual handling techniques and warehouse OH & S procedures

May 2005 - Jan 2001 **Pick-up and Delivery Driver**

Freight Express P/L

- Performed 30 general freight deliveries daily, some hand unloaded

- Safely operated and conducted vehicle checks of assigned C class vehicle and ensured driving style was law abiding
- Operated counter balanced forklift trucks
- Maintained delivery schedule
- Updated documentation for all freight and parcels

Skills

Communication

- Developed strong oral communication skills while liaising with Department Managers, staff, and key external stakeholders for over ten years. Resolving staff queries and providing training to employees also assisted in the further development of oral skills.
- Written skills developed through the preparation of documents as required.

Collaboration

- Displaying an approachable and friendly manner, collaborated within a multicultural warehouse team to ensure a high level of productivity within the warehouse operations. Effectively led a small team to consistently achieve a very high level of safety compliance.

Attention to detail

- Accurate and detailed records maintained while overseeing warehouse receiving and dispatching orders which resulted in high levels of warehouse productivity.

Referees

Mr Thomas Marshall

Manager

Roberts Warehouse, Wantirna

Email: tmarshall@optus.net.au

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Mr Evan Cribbs

Team Leader

Roberts Warehouse, Wantirna

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