Personal profile (no-experience version)

Entry-level candidate seeking a Stock Controller / Inventory Controller role. Experienced in warehouse and retail stock handling, including receiving checks, shelf/bin organisation and cycle count support. Strong Excel skills for accurate capturing and reporting, with a careful eye for variances and documentation.

Experience (use your closest role title)

Warehouse Assistant — [Company Name], [City]
[Month Year] – [Month Year]

- Assisted with weekly cycle counts by counting, checking bin locations and reporting differences to the supervisor.
- Checked deliveries against delivery notes and flagged shortages or damages for follow-up.
- Captured stock movements on Excel stock sheets with accurate quantities and clear item descriptions.
- Maintained neat bin locations and labels to prevent mispicks and incorrect stock issues.

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