

[Your Full Name]

[Suburb], [City]

[Cell number] · [Email]

[LinkedIn]

PROFILE

Reliable Warehouse Assistant with experience in picking and packing, receiving, and dispatch support in a busy warehouse. Comfortable with physical work, shift schedules and following SOPs to meet daily targets. Strong attention to detail for stock accuracy, labelling and order quality checks. Looking for a role where I can help the team achieve safe, fast turnaround and accurate stock control.

KEY SKILLS

- Picking and packing (FIFO/FEFO awareness)
- Order checking, labelling and palletising
- Receiving: offloading, GRV support, put-away
- Dispatch support: staging, shrink-wrapping, loading bay readiness
- Stock counts: cycle counts and stock takes
- Barcode / RF scanner use
- Basic admin: delivery notes, pick slips, filing
- Housekeeping, PPE and safety compliance
- Teamwork, timekeeping and communication

WORK EXPERIENCE

Warehouse Assistant / Picker Packer - [Company Name], [City]

[Month Year] – [Month Year or Present]

- Picked customer orders using pick slips and a scanner, and confirmed item codes, quantities and expiry dates.
- Packed and labelled cartons, checked order quality, and prepared loads for dispatch before daily cut-off times.
- Supported receiving by offloading stock, counting items against delivery notes, and moving stock to the correct bin locations.
- Assisted with cycle counts and stock takes; reported differences to the supervisor and helped correct location errors.
- Kept aisles clean and work areas safe; followed PPE rules and safe lifting procedures.
- Worked shifts and helped in other sections during peak periods to meet team targets.

Achievements:

- Consistently met daily picking targets while keeping errors low by double-checking and labelling clearly.
- Improved packing speed by organising cartons, tape and labels before peak dispatch

times.

- Helped reduce picking delays by reporting empty bins and mislocated stock early.

General Worker (Warehouse Support) – [Company Name], [City]

[Month Year] – [Month Year]

- Loaded and offloaded stock, sorted items, and supported put-away to keep stock organised and easy to reach.
- Prepared pallets for movement, wrapped pallets securely, and staged goods for dispatch.
- Helped process returns by checking goods, separating damaged items, and updating paperwork for supervisor sign-off.

EDUCATION

National Senior Certificate (Matric) – [School Name], [Year]

Subjects: [e.g. Maths Lit, English, Business Studies]

CERTIFICATES AND SHORT COURSES

- [Forklift licence] – [Provider], [Year]
- [Health and Safety / OHS] – [Provider], [Year]
- [Basic Excel / Computer Literacy] – [Provider], [Year]

AVAILABILITY

- Available for shifts: [Day / Night / Weekends]
- Notice period: [Immediate / 1 week / 2 weeks / 1 month]

REFERENCES

Available on request.