**Kapil Verma**

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# SKILLLS AND ATTRIBUTES

* Extensive experience and understating of warehouse duties and software used in warehouse operations.
* Possess strong analytical and problem-solving skills.
* Experience with Voice Picking, RF Scanner and Electronic Pallet Jacks.
* Experienced in maintaining high KPIs.
* Strong interpersonal, verbal & written communication skills.
* Effective at multi-tasking and able to take directions.
* Experience in team management.

# EMPLOYMENT SUMMARY

|  |  |  |  |
| --- | --- | --- | --- |
| Feb 2020 - Present | Sigma Health Care | Storeperson | 4 months |
| Jun 2018 – Feb 2020 | Adairs | Warehouse Assistant | 1 year 8 months |
| Oct 2016 - Sep 2018 | Coles Super Market | Night Fill In-charge | 2 years |
| Aug 2016 - Jan 2017 | Artwrap | Pick-Packer | 6 months |
| **Total Experience** | | | **4 years 6 months** |

**DETAILED WORK EXPERIENCE**

**Sigma Health Care, Rowville, VIC (ProQuest Recruitment) March 2020 - July 2020**

**Position: *Store person / Voice Picker***

* Used voice picking for picking products.
* Safely operated electronic tugger for picking products from different location within warehouse.
* Efficiently picked products with 97% accuracy and high KPIs.
* Maintained Health and Safety standards.
* Maintained high standards of warehouse housekeeping.

**Adairs, Moorabbin, VIC Jun 2018 - Feb 2020**

**Position: *Warehouse Administrator***

* Processed Inbound Orders, stock pick requests & delivery dockets
* Booked external transport and data entry of supplies orders into company’s software.
* Supported the various warehouse administrative duties.
* Coordinated priorities with team members and truck drivers to complete various priority jobs.
* Maintained the electrical warehouse equipment for charging and proper functioning.
* Managed and maintained a clean and safe warehouse environment.

**Coles Super Market, Richmond, VIC Oct 2016 - Sep 2018**

**Position: *Night-fill in charge (Grocery)***

* Received deliveries and pallets, and unload trucks using electronic tugger.
* Completed the paperwork and invoices.
* Organized and maintained stock levels in the store.
* Efficiently planned and assigned work to team members to meet targets.
* Responsible for meeting deadlines and finishing of work before store closes.
* Managed night-fill operations and trained new team members.
* Resolved customers’ issues and provided customer service.

**EDUCATION AND LICENSES**

**Licenses:** First Aid and Forklift

**Master of Information Technology:** Deakin University, Burwood, Melbourne.

# COMPUTER SKILLS

**MS Office:** Excel, PowerPoint, and Access**.**

**Operating System:** Windows 7, 8, 10 and Mac.

**Warehouse Software Systems:** WMS, CRM, MYOB and WMS.

**WORK REFERENCES:** Available on request.