**ANTONIO APPLEWHITE**

**LP# 74 GRAND CURACAYE ROAD**

**LOWER SANTA CRUZ**

**768-6595/ 309-2770**

**OBJECTIVE: To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.**

**EDUCATION:** 2003-2005 San Juan Secondary Comprehensive

2000-2003 Aranguez Junior Secondary School

1992-2000 El Socorro North Government School

**QUALIFICATION:** English, Mathematics, Social Studies (CXC)

Technical Drawing, Applied Science, Metal Work Technology (NEC)

**TRAINING COMPLETED:** April 2008 Sit- Down counter balanced lift truck operator safety.

July 2013- Training & Logistics defensive driving.

**EXPERIENCE:** **2014- PRESENT CARIBBEAN EXPRESS LTD**

* **courier**

**2013-2014 SOUTHEREN SALES**

* Delivering all cheques, office mail internally and to clients as assigned by the office supervisor/ office manager
* Ensure that invoices are collected from vendors when delivering purchase orders
* All information conveyed to drivers regarding clients pick up and drop off and any other detail must be kept private and confidential. Information must never be discussed amongst colleagues, co-workers or any other person.
* Drivers ensure all cars and drivers tickets and overtime are legible and submitted for timely processing
* Ensure all fluids, tyre pressure, insurance certificates, dents on body of the vehicle are clearly noted and checked via a vehicle checklist with car and driver coordinator before and after use.
* Drivers must report all vehicular accidents whether major or minor, on or off the compound to car and driver coordinator or office supervisor/office manager.
* Any other duties that may be reasonably assigned by the office supervisor/office manager.

**2011-2013 FT FARFAN: WAREHOUSE ATTENDANT**

* Picking, checking and loading Parts on vehicles daily
* Implementing and maintaining a proper Cardex System (stock cards)
* Make all the necessary corrections to errors in transfers, etc.
* Responsible for all transfer of inventory to and from other locations
* Preparation of documents such as inter-warehouse transfer, goods return note, material request, etc.
* Issuing of serial numbers as requested
* Packing and maintenance of shelves in the warehouse
* Invoicing check-off for air freight and sea freight
* Assisting with stock checks and stock check preparation
* Assisting in the off-loading, checking and receiving of all goods for the warehouse
* Container off-loading and assisting with checking of all goods
* Housekeeping in front and in the warehouse, the yard area and the surrounding area
* Assisting as a loader on our delivery vehicle as required
* Assisting in the maintenance of adherence of ISO Standard
* Any other duties assigned by management discretion

**2006-2010 GTECH: WAREHOUSE ATTENDANT**

* Receives and take orders from the customer service representative for Consumables, Instants Money Games and other merchandising materials
* Issues and Scan stock
* Assist with the preparation of monthly IMG reports
* Conducts relevant physical stock counts
* Use forklift to offload containers
* Packs stocks and maintain warehouse
* Prepare promotional items
* Data entry and Filing
* Assisting with maintenance of warehouse