**Muhammad Coles**

48-50 Hobson St.

Newark, NJ 07112

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Motivated and results driven self starter seeks full time entry level position within an organization that offers opportunity for development and advancement. Very goal-oriented, flexible, and possess strong decision-making skills; enjoys working in a team environment or independently when necessary.

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**Qualifications:**

Direct Sales and Customer Service experience. Able to operate electric and hydraulic jacks, safely. Reach trucks, Operates Cherry Picker, Sit Down and Stand Up forklifts, as well as Clamp Truck Operator. Have the ability to lift heavy objects in a safe and injury free manner. Able to utilize RF scanners to pick Allocated orders using product Item number . Able to execute transfers of Inventory for Replenishments. Read and understand the manufacturing and expiration dates on merchandise to determine the life span of a product. Clear communicator. Efficient and effective when attacking goals and work duties. Works very diligent to maintain a clean and safe work atmosphere. Excellent work effort as a leader and team player.

**Frontline Seafood LLC/ Newark, NJ 2014 -2018**

Restaurant Manager /Owner

* General Manager of a 10 member staff over seeing restaurant daily activities
* Responsible for the tracking of daily sales and waste.
* Responsible for lauching business advertising and promotions while monitoring results.
* Maintained responsibilty for menu structure, food quality, and daily specials.
* rectify customer complaints through understanding the customers needs.
* Organised Employee weekly work scheduling while also structuring payroll.

**Ferraro Foods/ Piscataway, NJ 2012 -2013**

Warehouse Order Selector/Forklift Operator/Shipping Clerk

* Order Selector/ operated electronic double pallet jacks to forfill two orders in one cycle.
* Maintained productivity standards while avoiding mispicks and overpicks
* Team Leader responsible for cordinating Trucks at shipping doors for loading.
* Incharge of seeing that every pallet shipped is checked for shorts and over picks.
* Loaded pallets on to trucks according to number stops

**Vesuvio Foods/ Edison, NJ 2011 - 2012**

Order Selector/ Forklift Operator/ Shipping Dock Order Checker

* Responsible for operating electonic pallet jacks and standup forklifts.
* Daily duties included replenishing locations by using product from air locations to ground locations for selection and order forfillment.
* Order Selector/retrieved merchandise from assigned locations according labels /RF scanner.
* Docked pallets on shipping dock according to assigned shipping door.
* Checker/ According to pallet order check list and numbers. Responsible for checking pallets to assure that every item is accounted for and present, then recorded according to known status before loading trucks.

**Lehrhoff /Archbrook Laguna, Edison, NJ 2009 - 2011**

LTL Order Selector/Inventory Personnel/Forklift Operator

* Check the Arch Brook Laguna system for Allocated Parcel and Retail orders.
* Utilized RF Scanner under Manhattan ILS system to process orders.
* In charge of Printing out Pallet ID Labels, along with Item Labels.
* Received merchandise on receiving Dock, Counted, Scanned Merchandise into Inventory and assigned merchandise a location.
* Prepared Internet Orders for shipping through USP, Priority, FedEx, and etc…
* Dispose and handle raw materials according to safety guidelines.

**Laundry Zone Inc, Irvington, NJ 2007 - 2009**

Sales/Customer Service/Inventory Specialist

* To increase Sales quota through direct sales and interaction with customer’s
* Coaching customer’s via phone on purchases best suited for their needs and on how to achieve the best results from our companies product
* Responsible for receiving inventory orders, reading invoices, taking count of inventory before labeling with appropriate IPC.
* Rotating stock and helping customers select appropriate cleaning supplies best suited for particular fabrics, laundry attendant responsible for wash and folds, operating industrial washers and dryers.
* Utilizes warehouse safety knowledge when handling on hand task in all environments to main the safety of myself, customers, and fellow employees.
* Utilizes skills in the work place to accomplish goals as a self starter and to accomplish goals in a team effort.

**Shoprite, West Orange, NJ                         2008 - 2008**

Overnight Stock Person

* Organized products according to its aisle and content.
* Removed received inventory from pilots to place in designated aisles.
* Rotated shelf inventory while stocking new received inventory on aisle shelves and in storage area
* Safely utilized electric and hydraulic Jack to move inventory pilots throughout the work place.
* Using hand held RF equipment to scan, read, and create electronic labeling.

**Restaurant Depot, Pine Brook, NJ                2007**

Warehouse Personnel

* Responsible for the safe operation of electric and hydraulic jacks when moving received inventory in to the stock selection area throughout the warehouse.
* Utilized warehouse Inventory computer systems to place and maintain labeling dates, and exact location of inventory.
* Selecting orders by removing from inventory using the **(FIFO)** system.
* Helping customers find different choices of goods throughout the warehouse in the safest and easiest fashion.
* Using hand held RF equipment to scan, read, and create electronic labeling.

**Education**

Penn Foster College Correspondence      mid 2007- 2009

14624 N. Scottsdale Road, Suite 310

Scottsdale, AZ 85254

Major: **Business Management**

East Orange High School

East Orange, NJ 07018

Graduated:  1996

**Skills**

**Forklift Operator: Raymond, Crown, Toyota<etc ( Stand Up Reach** Truck**/ Sit Down**

**Forklift/ Cherry Picker/ Clamp Trucks/ Hand Jacks)**

Able to do heavy lifting

Great with numbers and memorizing

**Microsoft Word** / **Microsoft Excel**

**Typing** (25wpm)