

Phil Antiporda

E: phil.antiporda21@gmail.com

M: +61 (0) 479 108 669

Professional Objective

Secure a position where I will be able to use my timely and accurate data entry skill averaging from 60 words per minute, strong communication & organizational skills, with 4 years customer service background, basic front-end web development knowledge (HTML, CSS, Javascript), Terminal Application (Ruby) and above all, my ability to work well with people.

Professional Work Experience

Logistics Officer

2018 - 2020

Aircraft Logistics T/A Airnorth Engineering

- Performed all duties in a safe and effective manner with due diligence to the requirements of company procedures and health and safety legislation.
- Demonstrated timely and accurate data entry into the Aviation system (ENVISION).
- Liaise with vendors through phone inquiries in a professional manner.
- Create purchase orders and sundry orders to replenish stock levels.
- Prepare and action inventory reports.
- Accepted incoming stock and cleared into bonded storage with appropriate certifications (CASA Form 1, FAA Form 8130-3, COFC and the like.)
- Correctly and safely packaging of dispatched goods internationally and domestically in a timely manner.
- Maintained stock levels and usage at levels in accordance with company requirements and advising Inventory Supervisor of stock shortfalls.
- Maintenance of all documentation records held within the store.
- Assisting with the calibration of aircraft tooling and equipment.
- Able to obtain and hold an ASIC.

Revenue Officer

2018 - 2018

Capiteq Pty Ltd T/A Airnorth

- Ensured Manifest and Flight Information Log (FIL) data is correctly entered in the Aviation system (ENVISION).
- Maintained accurate source data entry to the Revenue Accounting System (VECTIS)
- Prepare and sort source documents, identify and interpret data to be entered.
- End of month investigation and finalisation of:
 - Missing Coupons
 - No – shows
 - Write-offs
 - Daily action sheet
- Audit and make corrections to information entered in VECTIS, if required.
- Able to obtain and hold an ASIC.

Inventory Team Leader/Storeperson

2014 - 2018

Woolworths Ltd

- Earned a reputation as a key player of the Inventory team that helps to reach daily sales target.
- Provided top-notch customer service daily and responded to all customer enquiries and complaints while maintaining harmonious attitude throughout.
- Returned stock to the floor and assisted with restocking of products as required.
- Rotating stocks to minimise stock loss.
- Supported visual merchandising standards by setting up new displays to maximise profits.
- Ensured the correctness of the actual number of stocks against the counts of stock in the system.
- Helped customers to identify products that best suited their needs.
- Developed the required knowledge to receive stocks from suppliers and to input invoices to the company system to update counts with the new deliveries.
- Proven ability to work under time pressure and to prioritise tasks to reach goals.
- Effectively carry out independent tasks to reach team goals and maintain good relationships with colleagues.
- Safely unload trucks and stack pallets using the forklift while adhering to the company's OHS.
- Safely unload pallets of stocks using an Electric Pallet Jack and carefully put up and down pallets using the High Reach Fork with 4 years' experience on both.

Key Skills

- ✓ Attention to detail
- ✓ Transaction Processing
- ✓ Data processing and Advanced Computer Skills
- ✓ Customer service
- ✓ Software Skills
 - Microsoft Word
 - Microsoft Excel
 - VSCode
 - Microsoft Outlook

Professional Referees

Available upon request