

# Tashi Norbu

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**Summary** I am a highly competent and motivated individual with over 2 years of experience in retail and warehouse.

**Career history** **Logistics Assistant at David Jones**

Jan 2018 – March 2020

As the Logistics Assistant I was responsible for supporting the Logistics Manager in the daily aspects of warehouse operations.

**Key responsibilities**

- Hands-on experience in tracking, receiving and checking deliveries to ensure that they are of accurate quantity and in acceptable condition.
- Actively participated in the management of inventory and procurement.
- Tagged the garments with security tags without damaging the item, prepared the customer orders for delivery (finding, wrapping, and shipping).
- Constantly interacted with customers and departmental stores to assist in the shipping of orders to site.
- Assisted the Logistics Manager with any assigned duties and performed various logistics tasks with strict compliance to the policies and procedures.

**Achievements**

- Recognition from the store manager and logistics manager for reliability and teamwork.

**Goods Flow Co-worker at IKEA**

July 2020 – Present

Mainly responsible for picking customer orders using the SGF scanner and occasionally assisting the customers.

**Key responsibilities**

- Experience using the SGF scanner to pick customer orders and locate a particular item.
- Reported 'out of stock' items and exercised 'exceptions' as recommended by managers.
- Followed the company policies and procedure and maintained a safe working environment.

**Achievements**

- Developed SGF scanner skills, familiarised myself with the IKEA store and its working culture.
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Education	Bachelor of Global Studies from University of Canberra 2018 - Current	
	Baylling Secondary School 2016	
Key skills	Advanced Microsoft Word and Excel knowledge, Logistics coordination, Decision-making ability, Adaptive team player.	
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References	Alex Markakis (Logistics Manager at David Jones)	0410625704
	Graham Webster (IKEA Warehouse Manager)	0410059546