[Your Name]

Address: [Your Address]

Phone: [Your Phone Number]

Email: [Your Email Address]

## Professional Summary

Detail-oriented Store Keeper with [X] years of experience in inventory management and warehouse operations. Skilled in organizing and maintaining store inventory, ensuring accurate stock levels, and providing exceptional customer service. Strong work ethic and commitment to maintaining a clean and efficient store environment.

## Education

[High School Diploma or Equivalent]

[School Name], [Location]

Graduation Date: [Month, Year]

* [Add any additional relevant training, courses, or certifications.]

## Work Experience

Store Keeper

[Company Name], [Location]

[Month, Year] - Present

* Manage store inventory, including organizing, receiving, and issuing goods.
* Maintain accurate records of inventory levels and stock movements.
* Perform regular stock checks and audits to ensure accuracy and compliance with company policies.
* Coordinate with suppliers and vendors to order and replenish stock as needed.
* Assist customers and team members with inquiries regarding product availability and locations.
* Monitor store cleanliness and safety, ensuring compliance with health and safety standards.

Warehouse Assistant

[Company Name], [Location]

[Month, Year] - [Month, Year]

* Assisted with loading and unloading shipments and organizing warehouse inventory.
* Conducted inventory checks and updated records to maintain accuracy.
* Picked and packed orders for delivery, ensuring accuracy and efficiency.
* Collaborated with team members to maintain a clean and safe working environment.
* Provided support for warehouse logistics and storage management.

## Skills

* Inventory management and recordkeeping
* Strong organizational and multitasking abilities
* Familiarity with inventory control software and systems
* Excellent customer service and interpersonal skills
* Ability to work efficiently in a fast-paced environment
* Attention to detail and accuracy
* Knowledge of safety and health regulations

## Certifications

* [Certification Name, e.g., Inventory Management Certification], [Organization], [Month, Year]

## References

Available upon request.