Janelle Priya Mercer

Shipping, Receiving and Inventory Clerk

shipping-receiving-inventory-clerk@example.test · Calgary, Canada

Experience

Shipping and Receiving Clerk

Bowcrest Parts Distribution | 2022-04 – Present

- Processed receipts against advance shipping notices and purchase orders, booking discrepancies to a held stock location.
- Counted 120 bin locations during a stock review and traced nine discrepancies to unmatched transfer records.
- Verified carrier labels and package counts before dispatch. Recorded incomplete orders separately so customer support could follow up.

Inventory Assistant

Kestrel Prairie Supply | 2019-11 – 2022-03

- Reconciled returned items against approved returns and identified damaged stock for supervisor review.
- Updated location labels following approved moves and issued the revised aisle list to picking teams.

Languages

English

Summary

Shipping and receiving clerk who reconciles incoming deliveries and outbound consignments with warehouse records. Resolves location and quantity exceptions with inventory leads before closing receipts.

Skills

Warehouse transactions · Physical inventory counts · Barcode scanning · Shipment documentation

Education

Certificate in Warehouse Operations

Prairie Crossing Career College | 2019