

**CAREER PROFILE:**

A punctual and reliable **Warehouse Worker and Assembler - Parts** with over 15 years' experience shipping/receiving, plan production and inventory management within manufacturing, fabrication and assembly sectors. Detail oriented with excellent analytical and planning skills. Good communication skills able to effectively share information, follow instructions and manage priorities. Enjoy collaboration with staff members on a production line to ensure 100% error rate. Maturity in judgement, adaptable and open to learning new ways of doing things including processes, procedures and techniques. Available to work shift work including evenings, weekends and holidays.

**SKILLS:**

Warehouse and Inventory Skills:

- Receive / Ship parts orders, review order list and note and contact suppliers regarding any order discrepancies
- Keep manual inventory lists and conduct annual inventory counts
- Stock and organize inventory as it arrives
- Keep the shipping area clean at all times.
- Securely wrap and package products for domestic and international shipping
- Follow Health and Safety protocols to protect workers

Assembly Skills:

- Operate hand tools and equipment in the assembly of a variety of mechanical components and products by hand and automated machines
- Follow instructions to assemble various products including putting together gears with as many as 25 to 30 pieces for a specific product
- Inspect and assess work for errors, correct and modify when necessary all finished products to ensure quality standards are met
- Review and verified all work was in compliance with sales orders and customer requirements prior to shipment
- Ensure all machines and equipment are in good working order including lubricate and wipe clean as per Health and Safety protocols
- Train staff on equipment such as press machines

Supervisory and Administrative Skills:

- Responsible for daily / weekly plan productions, scheduling assembly workers shifts - 2 shifts for 3 machines; work with staffing agencies to back fill absent staff shifts
- Responsible for determining and ordering raw materials, tools, and equipment needed to meet planned production Successfully train new employees and assist them through the on boarding and development stages
- Led a group of 10 employees, communicated with and assigned tasks to employees to ensure daily goals achieved

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**EDUCATION:**

**Bachelor of Commerce Degree – Major  
Economics, Minor Accounting**

University of Pristina - Kosovo

**High School Diploma**

Gymnasium High School, Kosovo

**EMPLOYMENT EXPERIENCE:**

**Assembler** -Ideal Roofing Manufacturers, Ottawa, ON

Jul 2020 – Nov 2020

**Warehouse Worker/Assembler** -Entrematic Canada Inc., Toronto, ON

Sep 2013 – Jun 2019

**Assembler** – Egan Visual Inc., Toronto, ON

Sep 2011 - Aug 2012

**Assembler** – Knoll Inc, Toronto, ON

2005 - 2011

**SKILLS AND ATTRIBUTES:**

<b>Language Skills</b>	English (Intermediate Proficiency), Albanian, Serbian
<b>Tools and Equipment Competencies</b>	Hand tools - hammer, drill, screw driver, Equipment - press machine
<b>Computer Skills</b>	Basic proficiency of business applications
<b>Functional Knowledge and Certifications</b>	WHMIS; AODA, Health & Safety in 4 Steps
<b>Criminal Checks</b>	Clean Record Check (able to obtain)