

## EFFIE CHOW

**SUMMARY** Experienced stockroom associate comfortable with working in fast paced, enthusiastic, and physical environments. Service-oriented individual with an energetic, positive, and friendly demeanour. Well organised, with good communication skills and strong attention to detail.

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**EXPERIENCE** **Stockroom Associate, SAP Concept (HK) Limited**

Jun 2012 - Present

- Maintained high standards of merchandising and housekeeping at all times and carried out replenishment of sales floors
- Oversaw and performed daily transactions including receiving, issuing material and processing shipments utilising Global Shop ERP
- Managed accurate records of stock inventory; ensured that all transport documents were filled properly, both manually and in the system
- Coordinated with store teams to ensure full stock availability on the floor in order to offer a fantastic silent service to customers

**Stockroom Associate, SAP Concept (HK) Limited**

Jun 2011 - Jun 2012

- Assured all stock was maintained at the appropriate level by restocking cases and shelves as needed to ensure adequate inventory levels
- Liaised with deliveries on a daily basis; organised periodic returns, inter-store transfers, receiving and dispatch of stock to and from warehouse
- Followed all safety guidelines to ensure safe work practices were used at all times and to ensure a safe shopping environment was maintained

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**EDUCATION** **HKU SPACE Community College, 2009-2011**

Higher Diploma in Visual Communication

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**SKILLS** Microsoft Office (Word, PowerPoint, Excel & Access)

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**LANGUAGES** Cantonese (Native) | English (Proficient) | Mandarin (Proficient)

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**AVAILABILITY** One month's notice

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