

# Eduardo José Ferreira

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## Professional Summary

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Motivated and friendly worker with a flexible schedule and willing to work weekends. Dependable and punctual with a clean driving record. Work collaboratively with team members and provide excellent customer service.

## Work Experience

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### *STOCKTAKER*

*Dec 2020 - Current*

#### *Madeiraira Paraju - Pará de Minas, Minas Gerais*

- Reviewed shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet schedules.
- Monitored expiration dates of products in stock to minimize losses due to spoilage.
- Operated forklifts and pallet jacks safely to move merchandise.
- Conducted regular inventory audits to ensure accuracy and accountability.
- Collaborated with purchasing department to monitor supply needs and place orders.
- Maintained organization of warehouse for efficient space utilization.
- Utilized inventory management software to track stock levels and reorder points.

### *CONFERRENT*

*Oct 2014 - Dec 2020*

#### *Supermercado Peixoto e Filhos - Pará de Minas, Minas Gerais*

- Kept work area organized and clutter-free.
- Organized back-stock items and ensured the sales floor was fully stocked.
- Conducted price checks for customers and other staff members.
- Assisted customers in finding and selecting products based on their needs.
- Restocked shelves and maintained orderly product displays.
- Used product knowledge to educate customers and sell more groceries.
- Reported on damaged inventory, back-ordered purchases and completed sales.
- Inventoried merchandise to keep accurate product counts.

## Education

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### *High School Diploma*

*Feb 2017*

#### *Escos Dona Afonsina CESEC - Pará De Minas*

## Skills

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- Adaptability
- Customer Delivery
- Multitasking
- Freight expertise

## Languages

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Portuguese, Native

English, Beginner (A1)