



Lara Muster

Date of birth: 22/03/2004 | **Nationality:** German | **Gender:** Female | **Phone number:**

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Address: Hochfelder Weg 47, 22767, Hamburg, Germany

● WORK EXPERIENCE

01/08/2022 – CURRENT Hamburg

WAREHOUSE OPERATOR at the training company RIEMANN UND SCHNABEL LOGISTICS

Vocational training as a **Warehouse Operator**, practical part (75 % of the initial vocational training in the company), EQF-Level 4. For theoretical part of apprenticeship see below.

Short description of the company:

Riemann und Schnabel Logistics

Logistics & International Freight Forwarders:

800 employees worldwide

Offices based in 25 cities, providing a full range of international freight forwarding and logistic services to a number of clients including the following:

- Air, ocean, overland freight forwarding (import & export)
- Customs brokerage for both import and export
- Certified for the international movement of HAZ products
- Warehouse management of client stock – from receipt > call off > staging/sorting > delivery > inventory management

Within the 12 months of my vocational training I have gained experiences in the following fields:

- Accept goods and check the delivery on the basis of the accompanying documentation
- Unpack goods, sort and place them into storage as required and in an efficient manner
- Observing the warehouse systems, carry out stocktakes and stock maintenance measures
- Commission and package goods for delivery and compile them into loading units
- Identify, mark and secure deliveries in accordance with the legal requirements
- Load and stow away deliveries in means of transportation in accordance with the accompanying documentation and applying the regulations regarding the sealing of deliveries
- Use and maintain equipment and means of conveyance
- Make use of company information and communications systems as well as workstation-specific software
- Coordinate their work with the rest of the team and in a customer-oriented way, observe the basic principles regarding safety and health protection at work, as well as protection of the environment and energy conservation

Business or Sector: Transportation and storage **Address:** Lange Reihe 82, 20095, Hamburg 01/09/2020 – 15/07/2022 Hamburg, Germany

01/09/2020 – 15/07/2022 Hamburg, Germany

SHOP ASSISTANT IN A FASHION SHOP (while at school in a temporary job)

BOUTIQUE "Individual Outfit"

- Arranging the displays of goods
- Stocking the shelves and display racks
- Cashiering

Address: Mercado Shopping Center Altona, 22767, Hamburg, Germany

01/09/2018 – 15/07/2020 Hamburg, Germany

COURIER SERVICE for a chemist's shop

Schloss Apotheke Altona

Distribution of pharmaceutical products to patients by bicycle (while at school in a temporary job)

EDUCATION AND TRAINING

01/08/2010 – 30/07/2022 Hamburg, Germany

BASIC SCHOOL and SECONDARY SCHOOL (ALEVELS – UNIVERSITY ENTRANCE DIPLOMA)

Grundschule Zeiseweg and Stadtteilschule Altona

01/08/2022 – CURRENT Hamburg, Germany

VOCATIONAL TRAINING as a warehouse operator, theoretical part (part time, 25% of the initial vocational training), EQF LEVEL 4, see above

Vocational school: **Berufliche Schule gewerbliche Logistik und Sicherheit (BS 27)**

Address Wendenstraße 268, 20537 Hamburg

Website <https://www.bs27-hamburg.de/>

● LANGUAGE SKILLS

Mother tongue(s): **GERMAN**

Other language(s): **ENGLISH**

| UNDERSTANDING | | SPEAKING | | WRITING |
|---------------|---------|-------------------|--------------------|---------|
| Listening | Reading | Spoken production | Spoken interaction | |
| A2 | A2 | A2 | A2 | A2 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Google Docs | Outlook | Microsoft Word | Zoom | Microsoft Excel | Microsoft Powerpoint | Social Media

● ADDITIONAL INFORMATION

COMMUNICATION AND INTERPERSONAL SKILLS

I learned to deal with people in my company. Reliable and honest, creative, flexible, friendly and helpful. I am good at listening as well as calm and balanced

ORGANISATIONAL SKILLS

I learned to plan, organize, carry out and supervise a whole working day in my company.

HOBBIES AND INTERESTS

Handball coach for a youth team

DRIVING LICENCE

Driving Licence: B