

BENJAMIN ADAMS

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PROFESSIONAL PROFILE

Motivated and reliable professional with experience in driving, logistics, and packing. Strong ability to work independently and as part of a team, with excellent organizational and communication skills. Adept at handling diverse tasks, from customer service to warehouse operations, ensuring efficiency and quality in every role.

PROFESSIONAL EXPERIENCE

Australia Post | Driver & Mail Sorter | 2024

- Operated a van for mail collection from street posting boxes, corporate offices, licensed post offices, and delivery centers.
- Collected and delivered mail and parcel items while adhering to safety regulations.
- Unloaded and manually sorted mail and packages, ensuring accurate categorization.
- Conducted daily vehicle safety checks to maintain operational standards.

Freelance Driver | 2020 – 2024

- Provided safe and timely transportation for passengers to their destinations.
- Delivered excellent customer service and addressed passenger inquiries professionally.
- Used GPS navigation to ensure efficient routes and punctual arrivals.

Farm Hand & Packing Associate | 2018 – 2020

- Processed, sorted, and packed products, operating machinery to ensure quality standards.
- Performed warehouse duties, including lifting and palletizing goods up to 20kg.
- Operated a pallet jack and walkie stacker for material handling.
- Ensured proper labeling, strapping, and quality control of packed products.

Volunteer | Pallotti College | 2018 (6 months)

- Assisted with cleaning, maintenance, and food preparation tasks.
- Ensured adherence to hygiene and safety standards in all assigned duties.
- Managed stock levels for consumables and replenished supplies as needed.

EDUCATION

High School Diploma | 1999 – 2002

KEY SKILLS

- ✓ Teamwork & Collaboration
- ✓ Problem-Solving & Adaptability

- ✓ Organization & Time Management
- ✓ Customer Service & Communication
- ✓ Safe Driving & Logistics Management

**LANGUAGES**

- **English** – Fluent
- **Arabic** – Fluent
- **Hindi** – Basic