***CURRICULUM VITAE***

***RAZAK ADAMS***

***LOGISTICS ASSOCIATED TEAM LEAD.***

***CONTACT***

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**Kumasi Ashanti Region.**

**CAREER OBJECTIVE**

* *Experienced Supply Chain Professional with a demonstrated history of working in the beers, soft drinks, wine, and spirits industry. Skilled in Negotiation, Business Planning, Logistics Operation, Import and export, and Business Development. Good understanding of asset management with a track record for implementing solutions to maximize efficiency and savings. Deep understanding of Supply Chain best practices, with superior awareness of budget management, cost control, strategic management of resources, supervisor and manager team of warehouse workers,* Strong analytical and communication skills, with proficiency in English.
* Experience in operations management, process improvement, and quality assurance. Serve as the main contact for stakeholders and provide updates to senior management.

*Adaptable with knowledge of acquisition management, aiming to leverage my abilities to successfully fill the vacancy on your team. Frequently praised for planning by my peers,*

*Detail-oriented professional with experience in contract administration, fixed price contracts, and international trade. Frequently praised as hard working by peers, I can be relied upon to help your organization achieves it mandated***.**

**JANUARY 2016-PRESENT.**

**LOGISTIC ASSOCIATED TEAM LEADER**

**GUINESS GHANA PLC, KUMASI, ASHANTI REGION**

*. Developer response strategies to address client’s ad hoc needs.*

*. used ERP solutions to prepare and issue purchase orders.*

*Liaised with client logistics and program personnel to maintain inventory and reconcile discrepancies.*

*. assisted with purchasing materials and services within area of assignment.*

*. monitored and expedited materials and services captured on internal system database.*

*. validated customer requirements against regulations and cost estimates.*

*. Utilized discretion, market research and judgment to facilitate acquisition solutions.*

*. Negotiated with suppliers regarding price, lead-time and delivery expectations to achieve cost containment and improvement.*

*. Managed, planned and coordinated logistics support operations to accomplish projects.*

*Reviewed logistic performance with customers against targets, benchmarks, and service agreements.*

*. Developed understanding of customers’ needs and took actions to ensure that such needs were met.*

*. stayed informed of logistics technology advances and apply appropriate technology to improve logistics process.*

*. managed logistic aspects of product life cycles, including coordination and provisioning of samples and minimization of obsolescence.*

***April 2014 –December 2015***

***IMPORT AND EXPORT officer.***

***TRANSGLOBAL LOGISTIC LIMITED, TEMA GREATE ACCRA***

*. completed customs paperwork.*

*. Analyzed-shipping routes to determine how to minimize environmental impact.*

*. prepared invoice and cost quotations for freight transportation.*

*. calculated weight, volume, and cost of goods to be moved.*

*Kept records of goods dispatched and received.*

*Monitored and recorded location of goods in transit.*

*. referred exporters to experts in areas such as trade financing.*

*. Arranged for special transport of sensitive cargoes, such as beers, spirits, and raw materials.*

*. Recommended shipping solutions to minimize cost and environmental impacts.*

*. Arranged delivery and storage of goods at destinations.*

*. Arranged for applicable duties, taxes and paperwork for customs clearance.*

*. Arranged for special transport of sensitive cargoes, such as livestock food, and medical supplies.*

**JANUARY 2013- JANUARY 2014.**

**SHIPPING AND RECEIVING CLERK**

**GHANA PORTS AND HARBOUR AUTHORITY, TEMA GREATE ACCRA**.

*Prepared finished goods for shipment according to customer requirements.*

*. updated and maintained accurate inventory records.*

*. packed. sealed, and labeled customer orders to prepare for shipping.*

*. Notified management of product discrepancies or equipment malfunctions.*

*. Verified packing slips and shipping labels were accurate and complete.*

*. Tracked shipment using various methods such as bar-coding systems and RFID scanners.*

*. collaborated with other departments to resolve package delivery or shipment issues.*

*Followed internal procedures for tracking and recording shipments.*

*. Ensured accurate record keeping of all items received and shipped out.*

*. Received shipments from various carriers, verifying piece counts with supporting documentation.*

**EDUCATION**

***POSTGRADUATED DIPLOMAN IN QUALITY MANAGEMENT***

***UNIVERSITA DEGLI STUDI GUGLIELMO MARCONI.***

***YEAR. 2021***

***LEVEL (7) LOGISTICS AND SUPPLY CHAIN MANAGEMENT***

***QUALIFI LIMITED UK.***

***YEAR. 2024.***

***INTERNATIONAL SCHOOL OF AVIATION TEMA.***

***DIPLOMAN IN SHIPPING MANAGEMENT 2013.***

*SKILLS*

*Industry best practices*

*Customer satisfaction*

*Inventory accuracy*

*Teamwork skills*

*Logistics operation*

*Mission coordination*

*Operations and logistic*

*Handling materials*

*Operational efficiency*

***LANGUAGES***

***ENGLISH***

***TWI***

***REFERENCES***

***DANIEL EWLID.***

***INTERNATIONAL WAREHOUSE MANAGER.***

***DIAGEO AUSTRALIA***

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***ADEOJO, ADEMOLA ADEMOLA***

***RETURBNABLE ASSET MANAGER WEST AFRICAN.***

***EX, DIAGEO NIGERIA.***

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***MR STEVE AIDO KASAPREKO LIMITED***

***NATIONAL LOGISTICS MANAGER GHANA***

***TEL 0242757884.***

**CURRICULUM VITEA**