

Frank Osei Kumi

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Profile

Dedicated and results-driven logistics professional with a passion for optimizing distribution planning. Expertise lies in delivering operational solutions to intricate logistical challenges, ensuring a seamless supply chain. Committed to maintaining high-quality standards, driving continuous improvements, and providing outstanding service to customers.

Education

BSc Procurement and Supply Chain

2016 - 2018

Kwame Nkrumah University of Science and Technology

HND Purchasing and Supply

2009 - 2012

Kumasi Polytechnic

Professional Experience

Cymain Ghana Limited (The Contractors) | Kumasi-Juaso Road , Ghana

September 2024 - Present

Storekeeper

- Maintain accurate records of all materials, tools, and equipment stored.
- Regularly update stock levels, conduct stock audits, and monitor inventory to avoid shortages or excess.
- Receive materials and equipment delivered to the site.
- Inspect the quality and quantity of goods to ensure they meet the company's standards and match order specifications.
- Issue materials, tools, and equipment to staff and contractors as required, ensuring proper documentation for tracking.
- Keep records of all items issued, including dates, quantities, and persons involved.
- Organize and maintain the store in a neat and orderly manner to facilitate easy access.
- Ensure proper storage conditions for different materials, including safety precautions for hazardous items.
- Maintain detailed records of stock movements, deliveries, and issues, using manual or electronic systems.
- Generate periodic reports on stock levels, usage, and requirements.
- Coordinate with the procurement team to place orders for replenishing stock when necessary.
- Monitor lead times to ensure timely availability of essential materials.
- Ensure that the store and all storage procedures comply with health, safety, and environmental standards.
- Store hazardous materials according to safety regulations and ensure proper labeling.
- Coordinate with project managers, site engineers, and other departments to understand material needs and ensure timely delivery.
- Liaise with suppliers and vendors to ensure the correct and timely supply of materials.
- Implement procedures to prevent theft, loss, or damage to stock.
- Report any discrepancies, damage, or loss of materials to management.
- Ensure tools and equipment are well-maintained and in good working order.
- Arrange for repairs or servicing when necessary.

Happy Fountain Limited (producers of Zap soft drinks)-GPS AK -661-8761

December 2023 to August 2024

Storekeeper - Warehouse

- Maintaining records of stock levels, monitoring inventory, and ensuring adequate supplies of raw materials, packaging materials, and finished products using the tally card.
- Receiving incoming shipments, verifying quantities against purchase orders, inspecting goods for quality, and documenting any discrepancies.
- Properly storing materials and products in designated areas, ensuring FIFO (First In, First Out) or FEFO (First Expired, First Out) methods are followed to minimize waste.
- Fulfilling requests for materials or products, preparing orders, and ensuring accurate distribution to the production line or outbound shipments.
- Maintaining accurate records of inventory transactions, including receipts, issues, transfers, and returns.
- Adhering to safety standards, ensuring proper handling, storage, and disposal of materials, and complying with relevant regulations.
- Collaborating with other departments, such as production, procurement, and quality control, to coordinate inventory needs and resolve any discrepancies.

Mantrac Ghana Limited | Kumasi, Ghana

December 2015 - October 2023

Team Lead – Warehouse

- Assumed leadership responsibilities during the absence of the supervisor, effectively overseeing all warehouse activities and maintaining a smooth workflow.
- Conducted daily stock counts with precision, reducing discrepancies by a notable 15% through meticulous tracking and attention to detail.
- Ensured real-time visibility of parts in stock by consistently updating their status, facilitating informed decision-making and inventory optimization.
- Managed returns and streamlined reverse logistics processes, resulting in a significant 25% reduction in turnaround time.
- Implemented and maintained effective filing systems for counter and workshop profitability records, contributing to improved data accessibility and accuracy.

Mantrac Ghana Limited | Newmont Mines, Akyem, Ghana

September 2013 – December 2015

Warehouse Assistant

- Meticulously processed and documented shipments, including inter-branch transfers, utilizing the MANPRO system, achieving an outstanding 99.5% accuracy rate.
- Spearheaded the implementation of a systematic parts arrangement system, reducing retrieval time by an impressive 20% and optimizing overall warehouse efficiency.
- Operated a forklift for offloading and loading operations, adhering to strict safety protocols, and maintaining a flawless 0% incident rate.
- Orchestrated the reception and distribution of air and sea freight, streamlining branch operations and ensuring timely deliveries.
- Played a key role in annual stock checks, contributing to the maintenance of an impressive 98% inventory accuracy rate.

Mantrac Ghana Limited | Kumasi, Ghana

October 2012 - July 2013

National Service Person - Warehouse

- Verified the condition and quantity of received goods to guarantee their accuracy, ensuring meticulous storage and prompt issuance upon request.
- Successfully processed and fulfilled all customer orders with a commitment to meeting and exceeding expectations.

Achievements

- Awarded the Managing Director's Gold award for outstanding performance for the year ending 2021.
- Awarded the Managing Director's Gold award for outstanding performance for the year ending 2020.

Personal Skills and Competencies

- Pressure Handling: Proven ability to thrive under intense pressure.
- Fast Learner: Quick comprehension of new ideas and concepts.
- Team Collaboration: Adept at working as both a team player and leader.
- Communication Skills: Excellent verbal and written communication abilities.
- Interpersonal Skills: Capable of building effective relationships.
- Driving: Possess a valid Ghanaian license Grade CE.

Certifications and Training

- Forklift Training: Conducted by Mantrac Ghana Limited
- Contamination Control Training: Conducted by Mantrac Ghana Limited
- Total Petroleum Training: Organized by Total Ghana Limited for Mantrac employees
- Time Management Training: Conducted by Mantrac Ghana Training
- Courageous Leadership Training: Organized by Newmont Ghana Gold Limited Akyem
- Field Level Risk Assessment (FLRA) Training: Organized by Newmont Ghana Gold Limited Akyem

References

Available upon request