

CONTACT

SOLOMON NANA YAW DARKO |
INVENTORY MANAGER



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OBJECTIVE

Detail-oriented and highly organized Inventory Manager with 6 years of experience in overseeing inventory levels, managing stock movements, and optimizing inventory processes. Proven ability to implement effective inventory control procedures, reduce costs, and improve accuracy in stock management. Strong analytical and problem-solving skills with a track record of success in maintaining optimal inventory levels and supporting efficient supply chain operation.

EXPERIENCE

July, 2023 -
March, 2024

- **INVENTORY MANAGER**
EMPRESS CHAREE ENTERPRISE
 - Oversee and managed inventory for a household Chemicals manufacturing company ensuring accuracy and consistency.
 - Developed and implemented inventory control procedures to reduce discrepancies and optimize stock levels.
 - Ensured clean, organized and hazard free working environment.
 - Coordinated with procurement, sales, and logistics teams to streamline supply chain processes.
 - Conduct regular audits and cycle counts to maintain inventory accuracy above 98%.
 - Implement a new inventory management system that reduced stock discrepancies by 35%.
 - Supervised a team of 5+ inventory staff, ensuring adherence to best practices and company policies.

June, 2019 -
December, 2022

- **ASSISTANT INVENTORY MANAGER**
SAMBETTY ENTERPRISE
 - Assisted in the management of inventory for a large Wholesale facility, handling over 200 SKUs.
 - Monitored stock levels and coordinated with suppliers to ensure timely replenishment of inventory.
 - Conducted root cause analysis of inventory discrepancies and implemented corrective actions.
 - Prepared and presented inventory reports to senior management, highlighting key metrics and insights.
 - Collaborated with Management in improving inventory accuracy.

August, 2015 -
May, 2019

- **SALES ASSISTANT**
DE SIMMONS
 - Greeted customer and made them feel welcome.
 - Operated cash registry, stocked and organized shelves.
 - Monitored stock flow and did a daily, weekly and monthly counts.

SKILLS

- Inventory Management Systems (IMS)
- Warehouse Management
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Interpersonal Skills
- Customer Support
- Multitasking
- Time Management

EDUCATION

2023

- **ALISON**
Diploma in Warehouse Management

2023

- **ALISON**
Diploma In Marketing Management

LANGUAGES

- English