

# BERNARD JOSEPH CHAWETEY

## WAREHOUSE ASSISTANT ROLE



### CONTACTS

**Phone Number:**

+971557450859

**Email:**

chawetey.jb@gmail.com

**Address:**

P.O.BOX CO 1366 TEMA,  
Tema, United Arab Emirates,  
00971

### ABOUT ME

Experienced Warehouse Assistant with 12 years at Automobiles Industries Ltd. Proficient in Microsoft Office Suite, software design, data input, industrial print and designs, basic computer hardware and networking, and various accounting software. Graduated in 2017 from IT Expert-Accreditation. Eager to bring my expertise and enthusiasm to your team for continued success and growth.

### WORK EXPERIENCE

#### WAREHOUSE SUPERVISOR

STALLION INDUSTRIES GH LTD / ACCRA / Jan 2023 - Jul 2024

KEY RESPONSIBILITIES

- Increased customer satisfaction, achieving high quality in goods handling
- Boosted warehouse efficiency via strategic staff management and KPI tracking
- Resolved customer issues, ensuring a flawless service experience
- Determined optimal staffing levels and managed workload distribution
- Engaged with customers, solving queries and providing solutions
- Maintained item records, leveraging reports for inventory forecasting
- Implemented innovative work procedures for improved operations

#### WAREHOUSE SUPERVISOR

HYUNDAI AUTOMOBILES GH LTD / TEMA / Jan 2022 - Jan 2023

KEY RESPONSIBILITY

- Initiated and led workplace safety & efficiency projects
- Consistently met quality standards, boosting customer satisfaction
- Monitored KPIs, surpassing target performance metrics routinely
- Coordinated for timely, quality product deliveries ensuring success

#### LOGISTICS AND PORT OPERATION

GHANA PORT AND HARBOUR AUTHORITY / TEMA / Jan 2018 - Jan 2022

- Coordinated and supervised consignment operations at the port and warehouse.
- Provided daily and monthly material balance reports for all raw materials and finished products.
- Ensured exceptional warehouse management, guaranteeing product safety and hygiene.
- Supervised consignment operations, boosting efficiency.
- Delivered daily/monthly material balance reports timely.
- Ensured optimal warehouse conditions, enhancing product safety.
- Maintained high hygiene standards, ensuring product quality.

#### SUPERVISOR/PURCHASING OFFICER

OLAM GHANA LTD / Accra / Jan 2012 - Jan 2018

- Expertly delegates tasks to team members, ensuring efficient workflow.
- Manages daily opening and closing operations for optimal security and organization.
- Strategically schedules employee hours and shifts to maximize productivity.
- Monitors and evaluates employee performance to ensure timely and high-quality task completion.
- Delegated tasks to enhance team productivity

SKILLS

Microsoft office  
suite/software designing

Data Input/ Industrial Print  
and Designs

Basic Computer Hardware  
and Networking

Various Accounting Software  
Management

LANGUAGES

English

HOBBIES

Cooking meeting new  
people, Sharing and  
imparting knowledge,  
Traveling, Encouraging and  
motivating people.  
Socializing with family and  
friends

REFERENCES

MR DOTSE WILSON  
AGBEZUKE (MD)  
STALLION INDUSTRIES GH  
LTD  
T: 0244447861

MS KEREN-HAPPUCH  
AHUMA  
GHANA PORTS AND  
HARBOUR  
T: +233247167151  
E: kerenahuma@gmail.com

PERSONAL  
DETAILS

Date of birth

- Optimized employee shifts and hour schedules
- Managed store/warehouse operations effectively
- Ensured timely completion of all assigned tasks

EDUCATION

IT Expert-Accreditation  
Accra & National Vocation Training  
Institute (NVTI)  
2017

- B.Sc. in Information Technology,  
Magna Cum Laude
- Certified IT Expert-Accreditation:  
Advanced Level
- Developed award-winning  
cybersecurity project
- Top 5% rank in national IT  
certification exams

Honors Diploma; Business  
Management & Information  
and Technology  
Tema & Blue Crest College University  
(BCCU) Former NIIT  
2012

- Honors Diploma in Business Mgmt  
& IT
- Graduated with Distinction
- Dean's List for 3 consecutive years
- Specialized in Information Systems  
& Analytics

BSc/Business Administration-  
Marketing  
Kumasi & Graduate Training Institute (GTI)  
2014

- Graduated with honors, top 10% of the  
class
- Specialized in digital marketing  
strategies
- Completed capstone project on  
consumer behavior
- Member of the Marketing Club for 3  
years

WASSCE 'General Art  
Accra & Christian Professional Studies  
2009

- Achieved A1 in English Language and  
Literature
- Scored A1 in History and Government
- Attained B2 in Economics and  
Geography
- Recipient of Best Student in General  
Arts award

COURSE

EXECUTIVE CERTIFICATE IN BANKING OPERATION  
ACCESS MANAGEMENT CONSULT / Aug 2024 - Aug 2024

15 Jun 1989

**Nationality**  
Ghanaian

**Visa status**  
Approved

**Marital status**  
SINGLE