

Emmanuel Kwane Zuwie Tawiah

Assembler



Contact

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Personal Information

Location: Dubai
Nationality: Ghanaian
Marital Status: Single
Date of Birth: 01/01/1994
Visa status: Resident
Notice period: One month

Education / Qualification

New Century Career Training
Institute (NVTI)
Dansoman, Ghana
Certificate in Computer
Hardware Services (1p)
2012 - 2014

New Century Career Training
Institute (NVTI)
Dansoman, Ghana
Certificate in Computer
Hardware Services (2p)
2014 - 2016

Skills

- Product Assembly

Objective

Highly skilled Assembler and Material Handler with over 5 years of experience in fast-paced warehouse and manufacturing environments. Demonstrated expertise in assembling products to precise specifications, managing inventory, and ensuring the efficient handling, sorting, and processing of materials. Adept at operating warehouse equipment, maintaining safety standards, and collaborating effectively with team members to meet production and shipping deadlines. Recognized for attention to detail, problem-solving abilities, and a strong commitment to quality and customer satisfaction.

• Experience

- **2023 - Present**
- **Aramex Logistics** • Assembler - Dubai, UAE
- **Product Assembly:** Assemble products according to company specifications and standards, ensuring all components are accurately put together.
- **Quality Control:** Inspect assembled products for defects and ensure that they meet quality guidelines before packaging.
- **Packaging:** Carefully package assembled products to prevent damage during shipment.
- **Labeling:** Apply correct labels and shipping instructions to packages.
- **Inventory Management:** Track and record the movement of products and materials in the inventory system.
- **Safety Compliance:** Adhere to safety protocols and regulations while operating equipment and handling materials.
- **Equipment Operation:** Operate assembly and packaging equipment efficiently, performing routine maintenance as needed.
- **Team Collaboration:** Work closely with team members and supervisors to meet daily production targets and deadlines.
- **Documentation:** Complete required paperwork accurately, including tracking numbers, shipping logs, and quality checklists.
- **Problem-Solving:** Identify issues in the assembly process and suggest improvements for efficiency and quality.

- Material Handling
- Inventory Management
- Quality Assurance
- Sorting and Scanning
- Time Management
- Safety Compliance
- Team Collaboration
- Physical Stamina
- Documentation
- Customer Service

Hobbies

- DIY Projects
- Model Building
- Weightlifting
- Puzzle Solving
- Woodworking
- Cycling
- Mechanics
- Gardening & Running
- Volunteering

Areas Of Expertise

- Product Assembly: Skilled in assembling products to precise specifications, using hand tools and equipment with attention to detail and efficiency.
- Material Handling: Experienced in safely loading, unloading, and moving materials, operating forklifts, and ensuring smooth workflow.
- Inventory Control: Proficient in tracking, recording, and auditing inventory with accuracy and efficiency using management systems.

2017 -2023

Deliveries Ghana Ltd • Material Handler, Accra, Ghana

- Package Handling: Safely load and unload packages from vehicles, conveyors, or pallets, ensuring packages are handled with care to prevent damage.
- Sorting: Sort packages by destination or shipping method, using automated systems or manual processes to ensure accurate routing.
- Scanning: Use scanning devices to track packages and update shipment records in the system.
- Inventory Management: Assist in the inventory control process by keeping track of packages and reporting discrepancies.
- Vehicle Operation: Operate forklifts, pallet jacks, or other equipment to move packages and materials within the facility.
- Safety Compliance: Follow safety protocols, including proper lifting techniques and the use of personal protective equipment (PPE).
- Team Collaboration: Work closely with other team members to ensure smooth workflow and meet daily operational targets.
- Problem-Solving: Identify and resolve issues that may arise during the handling and sorting process.
- Documentation: Complete necessary paperwork and maintain accurate records of package movements and conditions.
- Customer Service: Provide assistance to customers when needed, ensuring a positive experience.

Language

- **English:** Fluent (both oral and written)

Highly skilled in both languages, with strong communication abilities in written and verbal forms.

References

Jeevan kuma
Line manager a
Ramex logistics (dubai)
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