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| **STEPHEN OFORI**  |
| **Citizenship : Ghanaian****Visa Status : Employment Visa.** **Passport No : G1517131** |

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| **Contact** |
| **Tel : + 971 52 535 9113****Email : stephenofori899@gmail.com** |

 | **WhatsApp Image 2020-01-12 at 17** |
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| **Profile:** |
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| **Personal summary:** | Skilled and enthusiastic store keeper with immense knowledge of providing advice on services. Looking for a challenging position to utilize my experience in the mentioned field. To improve my productivity, I am willing to attend trainings and seminars relevant to my duties. With this said, I am confident that I could be a useful talent to this reputable company. |
| **Availability:** | **Available to join immediately.** |

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| **Education** |
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| **2012 to 2014** | **Diploma in System Administration**SCHOOL NAME, Ghana Institute of Management and Public Administration (GIMPA) |
| **2003 to 2006**  | **3-years-Senior High School Certificate (WASSCE)**SCHOOL NAME, Dunkwa Senior High Technical School |
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| **Work Experience**  |
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| * **AMAZON UAE (Dubai).**

> Store Keeper* **SOUQ.com (Dubai).**

> Store Keeper* **MABLE SHINING (Dubai).**

> Shop Attendant |  |
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| **Store Keeper Duties** |
| * Maintain receipts, records and withdrawals of the stockroom.
* Receive, Unload and shelve supplies.
* Perform other stock-related duties including returning, packing, and pricing supplies.
* Inspect delivery for damage or discrepancies.
* Report damage items to accounting for reimbursement and record keeping.
* Selecting space for storage and arranging for goods to be placed in the designated areas.
* Rotate stock and coordinate the disposal of surpluses.
* Loading and unloading Lorries, vans and other vehicles.
* Arrange and segregate materials in their corresponding location.
* Labeling goods that have arrived at the shop.
* Welcoming and helping customers who visit the shop.
* Preparing deliveries for the van drivers.
* Moving and organizing stock.
* Ensuring a clean and safe environment
* Monitoring products levels.
* To maintain the material stock position according to the requirement of product.
* Accurately updating all data into computer and manual recording systems
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| **Activities and Interests** |
| Sports: football, basketball, volleyball |

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| **Languages** |
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|  **Twi** (native) | **English** (fluent) |  |

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| I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief. If given a chance to serve under your control I am assuring that I shall discharge my duties to the fullest satisfaction to my superior.Reference available on request.  |