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| |  | | --- | | **STEPHEN OFORI** | | **Citizenship : Ghanaian**  **Visa Status : Employment Visa.**  **Passport No : G1517131** |  |  | | --- | | **Contact** | | **Tel : + 971 52 535 9113**  **Email : stephenofori899@gmail.com** | | **WhatsApp Image 2020-01-12 at 17** |
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| |  | | --- | | **Profile:** | | |  |  | | --- | --- | | **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** | | |  |  | | --- | --- | | **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 | |  |  | | | |
| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | * **AMAZON UAE (Dubai).**   > Store Keeper   * **SOUQ.com (Dubai).**   > Store Keeper   * **MABLE SHINING (Dubai).**   > Shop Attendant |  | |  |  | |  | | | | |
| |  | | --- | | **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 |  |  | | --- | | **Activities and Interests** | | Sports: football, basketball, volleyball |  |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **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. | |