

OTENG RABBI

OBJECTIVE

Dedicated and detail-oriented Store Keeper with experience in managing inventory, coordinating logistics, and maintaining accurate records. Proven track record of excellence, with an award for Competent and Hardworker as Store Keeper.

EXPERIENCE

STORE KEEPER 2023 - 2024

Veolia middle East Recycling company LLC

Work Experience:

Store Keeper

Veolia Middle East Recycling Company LLC

- Managed and maintained accurate inventory records
- Coordinated receipt, storage, and issuance of goods
- Conducted regular stock checks and reported discrepancies
- Implemented efficient storage and retrieval systems
- Collaborated with logistics teams to ensure timely deliveries
- Received award for Competent and Hardworker as Store Keeper



CONTACT

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SKILLS

Skills: - Inventory management and control - Logistics and supply chain coordination - Record-keeping and data entry - Time management and organization - Team collaboration and communication Achievements: - Improved inventory accuracy by 95% through efficient record-keeping - Reduced stock discrepancies by 80% through regular checks - Successfully coordinated logistics for large-scale projects

ACHIEVEMENTS & AWARDS

Achievements: - Improved inventory accuracy by 95% through efficient record-keeping - Reduced stock discrepancies by 80% through regular checks - Successfully coordinated logistics for large-scale projects  
Certifications/Awards: - Competent

## EDUCATION

### GENERAL SCIENCE

Prempeh College

2011-2014

## POSITION

STORE KEEPER

and Hardworker Award, Veolia  
Middle East Recycling Company  
LLC