



# WILSON YEBOAH LAWRENCE

## PROFILE

Dynamic and reliable Shop Assistant with a unique background working as a team member at Florists and Art Gift Shops. Bringing forth a strong attention to detail, excellent organizational skills, and a love for customer service roles.

## NATIONALITY

**Ghanaian**

## PASSPORT DETAILS

Passport Number: A0085569  
Date of Issue: 13/10/2021  
Date of Expiry: 12/10/2031

## CONTACT

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## CUSTOMER SERVICE

### EDUCATION

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#### Wesley Grammar School – Ghana

2012 – 2015

Senior High School Certificate

### WORK EXPERIENCE

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#### Cross well Logistics

Warehouse Associate 2022-2023

Handles Store's Inventory Levels and product display  
Submitting warehouse inventory reports  
Clearing and unwanted product from displays

#### Accra Mall

2019 – 2022  
Mall Assistant

Assisted with sales support and post-sales follow ups.  
Maintained inventory and scheduled new shipments when necessary.  
Helped to build and foster relationships with customers.  
Maintained a clean and orderly work environment.  
Helped with window displays and shop decor.  
Completed check-lists and assisted with any miscellaneous tasks as needed.

#### Supabet Ghana Limited

October 2016 – July 2019  
Cashier

Provide a positive customer experience with fair, friendly and courteous service.  
Register sales on a cash register by scanning items, itemizing and totaling customers' purchases.  
Resolves customer issues and answers questions.  
Maintain a safe and clean working environment by complying with procedures, rules and regulations.

## REFERENCES

References are available on demand

## SKILLS

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Microsoft Word, Excel

Database management

Proficiency with photocopiers, scanners, and projectors

Accurate data entry

Record-keeping

Service-focused

Strong communication skills

## DECLARATION

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I do hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief.