

CURRICULUM VITAE

PERSONAL INFORMATION

NAME: WILSON OFORI YEBOAH
DATE OF BIRTH: 22ND JANUARY 1982
NATIONALITY: GHANAIAN
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OBJECTIVE

Seeking opportunity in warehouse (LOGISTICS) to bring forth my experience and skills to help optimize operations and increase profitability by ensuring efficiency and continuous performance of all equipment training of personnel and strictly adhere to standard operating systems (SOP'S) and ensure good profit and material utilization in all units.

WORKING EXPERIENCE

CURRENT EMPLOYMENT

Company: ALSHAYA LOGISTICS-LOGIX
Location: JABEL ALI-DUBAI.
Year: SEPTEMBER 2019 - APRIL 2024
Job Position Held: SUPERVISOR

SCOPE OF WORK

Responsible for planning and leading a team of 30 to achieve the daily weekly and monthly target of inbound activities in the warehouse.

SPECIFIC DUTIES

- Lead, coach and monitor one's own team
- Plan and schedule inbound shipment and target for the day
- Train, supervise and evaluate performance of my team
- Assign daily and weekly task to the team
- Supervise all activities of inbound operation
- Drive performance of the team to achieve KPI
- Motivate the team to deliver common goals
- Develop a strategy the team uses to reach its goals
- Ensure that the team carry out their daily tasks in a professional and timely manner
- Ensure all tasks are carried out in line with Service Level Agreements (SLA's)
- Keep the shift manager and warehouse manager informed of task accomplishment, issues and status.
- Ensure one's own daily tasks are carried out in a timely manner and in line with all policies, procedures, best practices and guidelines
- Ensure the productivity is maintained within the given target.
- Recognize and celebrate team members accomplishment and exceptional performance
- Ensure health and safety are being followed.
- Ensure team is following 5 S standard
- Ensure House Keeping is adhere to all the time

CURRENT EMPLOYMENT

Company: ALSHAYA LOGISTICS-LOGIX
Location: JABEL ALI-DUBAI.
Year: JULY 2016 TO SEPTEMBER 2019
Job Position Held: TEAM LEADER

SCOPE OF WORK

- Responsible for leading a team within the Regional Distribution Centre to achieve a specific goal.

SPECIFIC DUTIES

- Lead, coach and monitor one's own team
- Drive performance of the team.
- Motivate the team to deliver common goals
- Develop a strategy the team uses to reach its goals
- Ensure that the team carry out their daily tasks in a professional and timely manner
- Ensure all tasks are carried out in line with Service Level Agreements (SLA's)
- Keep the supervisor and shift manager informed of task accomplishment, issues and status.
- Ensure one's own daily tasks are carried out in a timely manner and in line with all policies, procedures, best practices and guidelines
- Ensure the productivity is maintained within the given target.
- Recognize and celebrate team members accomplishment and exceptional performance
- Ensure health and safety are been followed.
- Ensure House Keeping is adhere to all the time.
- Ensure garment care procedure is been practice

CURRENT EMPLOYMENT

Company: ALSHAYA LOGISTICS-LOGIX
Location: JABEL ALI-DUBAI.
Year: SEPTEMBER 2015 TO JUNE 2016
Job Position Held: WAREHOUSE OPERATIVE (D.C ASSISTANT)

SCOPE OF WORK

- Receives items mainly fashion, footwear, cosmetics into the warehouse and supplies alshaya shops across world.

SPECIFIC DUTIES

- Receiving. Confirming that you have received goods into the warehouse using RF scanner.
- Putaway. Taking goods from receiving and placing it into the assigned storage location.
- Picking. Collecting items from the location to fill a customer order.
- Shipping closing of collected goods and shipping them to the customers.
- Adhering to all s.o.ps in the warehouse
- Adhering to all safety regulation's in the warehouse
- Adhere to housekeeping in the warehouse

PREVIOUS EMPLOYMENT

Company: MARAFIE KUWAITIA
Location: MAGIC PLANET STORE AVENUES MALL KUWAIT.
Year: NOVEMBER 2012 – AUGUST 2015.
Job Position Held: SECURITY SUPERVISOR & C.C.T.V OPERATOR.

SCOPE OF WORK

- To protect people and property in the store.

SPECIFIC DUTIES

- -Monitor the movement of customers and ensure the safety of the people and property
- -Attend to customer needs in terms of injury, lost items and inquiries
- -Submit all lost & found money and items to Management if not retrieve
- Prepare monthly report and timesheet for all securities for their monthly payment.
- Ensure all staff, securities and customers adhere to the safety regulations in the store
- Ensure all my securities are equipped with the right equipment for the work.
- Ensure staff keep signatories to any key or item taking from the security room and also from the store.

Company: LYNBROK COMPANY LIMITED
Location: TEMA GHANA.
Year: JANUARY 2008 –SEPTEMBER 2012.
Job Position Held: WAREHOUSE OFFICER.

SCOPE OF WORK

- Receives goods into a bonded and open warehouse and supply the customers as and when its needed

SPECIFIC DUTIES

- Receiving of goods into the warehouse
- Taking stocks of goods in the warehouse
- Preparing receipt for customers
- Notifying my employer of products which are in low quantity and expiring
- Keeping receipt of all business transaction

PREVIOUS EMPLOYMENT

Company: TEMA OIL REFINERY (TOR).
Location: TEMA-GHANA.
Year: 2005-2007.
Job Position Held: PROCESS FIELD OPERATOR (NATIONAL SERVICE).

SCOPE OF WORK

- Operates Crude Distillation Unit -CDU
- Undertakes routine checks of the unit and partakes emergency shutdowns and start-up.

SPECIFIC DUTIES

- Monthly checks on Lock Open (LO)/Lock Close (LC)/Car Sealed Open (CSO)/Car Sealed Close (CSC).
- Co-ordinate fully with all departments for the start-up, shutdown and emergency operations of various machines and equipment.
- Co-ordinates and carry out all the preventive, corrective and planned maintenance activities.

- Participates on shutdown, start up and emergency shutdown operations, major tuned around and preventive maintenance.
- Routine plant monitoring on all equipment, desalter. Heat/cooling exchangers, fired heaters (furnaces), vessels and columns, pumps and compressors both rotary and reciprocating, reactors, ejectors...etc. and ensure their efficient operation.
- Check functionality of local gauges and instruments such as (PRESSURES, FLOWS, and TEMPERATURE & LEVELS) to ensure their operating range and coordinates with control room to verify any anomalies.
- Proper handling of all the fired heaters (furnaces), flame size and height tube touching and lose hangers for safe plant operations.
- Prepares equipment and working areas for maintenance work to been done on daily schedule maintenance.
- Carried out soot blowing on crude distillation unit fired heaters to improve heat transfer efficiency.
- Monitor and light refinery flare fire after long shutdown and during normal running hours.

EDUCATION

- Certified international supply chain professional (CISCP) May 2019 -July 2019
- Mechanical Engineering Technician part 3, (Plant Option): **2004-2005**
- Mechanical Engineering Technician part 2, (Plant Option): **2003-2004**
- Mechanical Engineering Technician part 1, (Plant Option): **2001-2002**
- Senior Secondary Education **1998 -2001**

OTHER KNOWLEDGE AND SKILLS

- Computer literate, Good Team Player and flexible.
- Ability to learn new things to enhance process operations etc.

REFEREES

- Mr. Nijal Nepal
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