

SOLOMON GYASI KYERE

Dear hiring manager,

I recently learned that you are looking for a highly skilled Warehouse Worker (storekeeper, picker). I believe I meet all the requirements for the position and would love the opportunity to work for such a well-respected company as your company.

I have a long history working in a Warehouse environment. Within my previous role at Awosent Company Limited (manufacturers of school uniforms, jerseys, tract suits, vests, textiles and other kinds of attire) where I was an embroidery machine operator and designer, my other duties included preparing and processing orders and requests, maintaining equipment, completing reports and ensuring the workspace was safe and organized.

As you'll see on my resume, I embody all of the essential skills necessary to perform this job well. I am highly organized and skilled in optimizing warehouse and factory operations. I have thorough technical knowledge of the standard equipment used for this role, and I am well-versed in industry safety standards.

My strong work ethic and commitment to my company has earned me a great reputation as an excellent team player. My attitude and dedication to accuracy has even granted me the opportunity to train and mentor new hires. I am also proud to say that due to my time management and leadership skills and hard work, I was one of the highly praised employees of the company.

I am aware that a warehouse worker job is a demanding one, but I am accustomed to performing the necessary tasks with a positive attitude. I am comfortable in the warehouse environment and always look for opportunities to streamline processes and inject a little fun into the workplace.

It would be my pleasure to bring my skills and experience to work with your organization. Thank you for your consideration and I hope to speak to you soon regarding an interview.

Sincerely,

Solomon Gyasi Kyere
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SOLOMON G. KYERE



- **EMBROIDERY MACHINE OPERATOR AND DESIGNER**
- **WAREHOUSE ASSOCIATE**

Phone: (971) 54 505 1085 | **Email:** codedp3@gmail.com | **DOB:** 05/12/2002 | **Address:** 62 40 C St - Deira - Dubai.

PROFESSIONAL SUMMARY

I am an inclined embroidery machine operator and a warehouse associate with about five (5) years' experience (both fields combined) with proven skills in computerized customization, prioritization, and productivity. I possess a strong analytical aptitude and problem-solving skills to convert conception from development to design. I also possess highly organized and diligent teamwork abilities.

CAREER OBJECTIVES

To obtain a position with a progressive and innovative company that can utilize my experience and knowledge to assist each other in a successful working relationship.

EDUCATION

Sunyani Technical University, Ghana.
HND Information and Communication Technology

ACCOMPLISHMENTS

- Have successfully acquired Profound knowledge in different types of embroidery machinery and In-depth knowledge of embroidery and screen print products.
- Have obtained Extensive knowledge of various computerized embroidery programs needed for stitching and embroidery.
- PDA OPERATIONS: Picking and Packing, GRN (tally and put away). VNA Picking, Stock transfers, Bin management.

AWOSENT LIMITED, SUNYANI - GHANA | 11,2015 ~ 7, 2021

- **WORKED AS AN EMBROIDERY MACHINE OPERATOR AND DESIGNER**

ROLES AN RESPONSIBILITIES

- Oversee and supervise all embroidery designs.
- Prepares finished goods for inspection and delivery by trimming, steaming, folding, and packing.
- Conduct quality assurance assessment on all finished goods before packaging and delivery.
- Analyzing and understanding project specifications and clients' needs before starting each embroidery project.
- Selecting the thread, fabric, hoops, and designs appropriate to each project.

- Setting up machines and supervising the embroidery process.
- Carefully reading instructional manuals to ensure smooth troubleshooting and repair processes.
- Performing regular machine and inventory inspections and reporting any issues or reordering stock as required.
- Providing suggestions regarding the design, placement, and fabric and thread selection.
- Drawing guides or pinning tissue paper patterns onto fabric.
- Providing training and guidance to new staff.
- Keeping track of work orders and updating records.
- Communicating with clients and ensuring that all orders are sent out in a timely manner.

- **WORKED AS A WAREHOUSE ASSOCIATE**

ROLES AN RESPONSIBILITIES

- Sorted and organized goods so that it can be easily located.
- Know the functions of each department to work throughout the warehouse and perform work for other departments.
- Kept records of items received and damaged goods returned.
- Tagged and placed stock inventory as it is received from vendors.
- Maintained quality control standards by checking items as they come in.
- Preparing and completing orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver) .
- Receiving and processing warehouse stock products (pick, unload, label, store).
- Performing inventory controls and keeping quality standards high for audits.
- Packing goods with bubble wrap and polystyrene chips.
- Using computers to check inventory status and availability.
- Picking and packing products into appropriate containers and boxes.
- Disposing of empty boxes and excess packaging.
- Packing cartons with the appropriate quantity of products.

SKILLS

- Proven experience Operating Embroidery Machine in embroidery environment
- Profound knowledge of different types of embroidery machinery, In-depth knowledge of embroidering and screen print products
- Extensive knowledge of drawings embroidery program and coral draw needed for the stitching and fabric manipulation process.
- Familiarity with Leather, Silk, Cotton, Knitted and Woolen Fabrics.
- Proficient in Excel, Word, PowerPoint etc.
- Excellent technical and analytical skill.
- Strong leadership and motivation skills.
- Have fair knowledge about sewing and Screen printing.
- Flexible and willing to work in different areas of production.

- Ability to work cooperatively within a complex team environment where everyone relies on each other.
- Can work in a fast paced environment where tasks must be completed quickly.
- Prepared to be cross trained in other areas of a warehouse operation.

LANGUAGE PROFICIENCY/ SKILLS

- ENGLISH: FLUENT WRITTEN AND SPOKEN