

CURRICULUM VITAE

NAME: AYETEEY FRANCIS YAW

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Visa: Visit Visa

Dubai



GENERAL HELPER

CAREER OBJECTIVES:

A position with an organization where I can utilize the best of my skills and abilities that fit to my education,. Skills and experience .A place where I'm encouraged and permitted to be an active participant as well as vitally contribute on development of the company.

WORKING EXPERIENCES:

- ❖ I Have worked as a General Helper in Star Africa Commodities & Minerals Limited in Ghana (2 years' experience)
- ❖ I Have worked as a General Helper in Gold Mineral Water company in Ghana (2 years' experience)

DUTIES & RESPONSIBILITIES:

- ❖ Performed routine duties and handled everyday material for effective operation of equipment's.
- ❖ Administered various shop activities and provided assistance.
- ❖ Coordinated with bending machine operators for related activities.
- ❖ Participate in training programs for crane and loading operations.
- ❖ Provided assistance to shear operators and monitored shear products.
- ❖ Operated crane and removed unused steel bars in processes
- ❖ Follow safety regulation, company policies, and guidelines
- ❖ Sort received material.
- ❖ Carry supplies to work area
- ❖ Stocking supplies and assisting with inventory procedures
- ❖ Assist with gardening services as and when required
- ❖ Work closely with packaging engineers to determine best options for companies and products
- ❖ Work alongside packaging operators who run the lines ensuring productivity and accuracy

- ❖ Form reports and presentations regarding the efficiency of the packaging lines suggesting new concepts for time management and cost effectiveness

SKILLS AND COMPETENCIES:

- ❖ Excellent interpersonal and team work skills
- ❖ Hardworking, enthusiastic and self-motivated
- ❖ Good reading, written and verbal language skills (English)
- ❖ Good communication and interpersonal skills
- ❖ Good time management and organizational skills

COMPUTER INFORMATION:

- ❖ Office packages : Microsoft Word, Excel, Outlook, PowerPoint
- ❖ Operating system : Windows 7&10 , XP

PERSONAL INFORMATION:

- ❖ Gender : Male
- ❖ Date of birth : 31-12-1991
- ❖ Marital status : Single
- ❖ Nationality : Ghanaian
- ❖ Visa status : Visit Visa
- ❖ Language : English,

PASSPORT DETAILS:

- ❖ Passport No : G2271326
- ❖ Place of Issue : ACCRA
- ❖ Date of Issue : 30-01-2019
- ❖ Date of Expiry : 29-01-2024

EDUCATIONAL BACK GROUND:

Secondary School

DECLARATION:

I certify that the above are true and correct to the best of my knowledge and ability. If given an opportunity to serve you, I assure you that my wealth of knowledge will surely add value to your company and will satisfy my superiors.

AYETAY FRANCIS YAW