

KELVIN SHADRACK BRUCE



ADDRESS

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PERSONAL INFORMATION

Sex : Male

D.O.B : 11/11/1993

Nationality : Ghana

Passport No : G2887675

Marital Status : Married

VISA Status: Own Visa

Languages : English

EDUCATION

❖ High School.

PERSONAL SKILLS

- *Ability to work well under pressure.
- *Able to work in standing position for long period of time.
- *Able to work in busy environment.
- *Does high quality of work while unsupervised.
- *Willing to follow instructions and ask questions for clarification if needed.
- *Computer Literate.
- *Driving.

SUMMARY OF QUALIFICATIONS

An energetic, focused, smart and task oriented Man with a friendly and mature manner of approach, effective communication and time management skills. Currently seeking for a position in a challenging organization where I will be able to contribute my accurate skills with a dynamic team geared towards the realization of the organizations strategic short term and long term goals

Main Duties

Warehouse workers are responsible for performing an array of duties such as receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock.

POST APPLIED FOR : WARE HOUSE ASSISTANT

Working Experience

Worked as a Warehouse Assistant with Amanass Company Limited dealers in Steel pipes, Galvanize Pipes, Galvanize Plates etc, Ghana for 2 Years.

Worked as a Warehouse Assistant with ANA Logistic LTD, Ghana for 2 Years.

Worked as a Warehouse Assistant with Happy Supermarket, Ghana for 1 Year.

Worked as a Warehouse Assistant With Ran Ice water Company, Ghana for 1 Year.

Duties & Responsibilities

- ✓ Move inventory and materials across facilities
- ✓ Process inventory for delivery
- ✓ Sort, organize and store inventory in the proper location
- ✓ Package items and label correctly
- ✓ Scan delivered items and ensure quality
- ✓ Report damaged or missing inventory to supervisors
- ✓ Stack and organize large bulk items
- ✓ Remove inventory from trucks or shipping and delivery to proper location
- ✓ Update logs and documentation for inventory processing
- ✓ Move materials from facilities to workstations, pick-up locations, or other locations
- ✓ Wear safety gear at all times
- ✓ Operate heavy machinery like forklifts to move or store inventory
- ✓ Ensure workspace is free of debris and remove safety hazards from aisles

SKILLS

- ✓ Proven experience as order picker or other warehouse position
- ✓ Able to read and write in English
- ✓ Excellent verbal and written communication skills
- ✓ Able to work in a fast-paced environment
- ✓ Able to work independently
- ✓ Pays attention to detail and monitors the quality of inventory
- ✓ Highly organized and able to store items efficiently
- ✓ Must follow all health and safety procedure and regulations as dictated by the organization and the state

Declaration

I hereby declared that all statements in this resume are true, complete and correct to the best of my knowledge and belief.