

CURRICULUM VITAE



KENNEDY TUFFOUR SARPONG

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Nationality: Ghanaian

PROFILE SUMMARY

Reliable Warehouse Assistant / Order Picker with over 5 years track record of working in a busy Logistics and Warehouse Environments. Able to stand for long periods and pick orders with accuracy and efficiency. Great team player with track record of success in several fast-paced and challenging environments.

SKILLS

- Strong communication and interpersonal skills.
- Excellent leadership and organizational skills.
- Time management skills and the ability to delegate.
- Strong working knowledge of warehouse operations and management.
- High Attention to details.
- Analytical and problem-solving ability.
- Leading a team with a successful outcome.
- Proficiency in Microsoft Office and data entry software.

EDUCATIONAL QUALIFICATIONS

2020 - 2020	Institution of Occupational Safety and Health (IOSH, UK) Certificate in Managing Safely.
2008 - 2013	University of Ghana, Bachelor of Arts in Psychology and Sociology.
2004 - 2007	Adu Gyamfi Secondary School, High School Certificate (WASSCE).

WORK EXPERIENCE

April 2021 – AZADEA GROUP, DAFZA PLATFORM E / OGRAM – Dubai, UAE

July 2021 Order Picker

- Perform various receiving functions, such as unloading trucks, scanning items and putting away products into the specified bins / shelves.
- Prints pick listings sheets from the system.
- Read order to determine catalog number, size, color and quantity requested to pick.
- Pull items from the appropriate shelves based on number, size, color and quantity requested.
- Operates mobile barcode scanners to ensure correct and proper order is picked and inventory is managed accurately.
- Assist with the loading and unloading of items from delivery vehicles as and when the need arises.

Jan. 2021 – SPORTER.COM / OGRAM – Dubai, UAE

April 2021 Warehouse Order Picker

- Ensure customer's orders and quantities are accurate and merchandise is organized neatly.
- Read orders to ascertain catalog numbers, size, color and quantities of merchandise.
- Perform general physical activities in warehouse.
- Ensure warehouse is safe and report any unsafe condition and/or acts immediately.
- Perform basic housekeeping in assigned areas of the warehouse.
- Work closely with supervisor and lead to resolve any task concerns that arise.
- Assist with the re-stocking of the warehouse items as and when the need arises.

Nov. 2019 – AL ASAB GENERAL TRANSPORT & CONTRACTING LLC - Abu Dhabi, UAE

Dec. 2020 Assistant Storekeeper

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and

safety regulations.

- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.
- Ensure that all duties assigned are carried out according to the policies and procedures as set forth by the company.
- Monitor the warehouse operational processes ensuring that all policies and procedures pertaining to site are maintained and documented.
- Ensured that all activities are carried-out in a safe manner and complied with the HSE Policies and Regulation of the Company.

Aug. 2015 – ALLIED OIL MARKETING COMPANY LTD, GHANA
Sept. 2019 Warehouse Supervisor

- Plan and supervise the workflow in a warehouse.
- Handle and execute operations; order, receive and handle materials into the warehouse.
- Plan and organize materials and items at proper places in a warehouse.
- Provide training and supervision for new employees.
- Create, plan and implement accuracy in inventory controls.
- Implement safety procedures and standards in all warehouse operations.
- Keeping stock control systems up to date and planning future capacity requirements.
- Settles upon delivery dates and times with other departments to make sure that the consumer interaction is of the utmost of professionalism.
- Monitor daily operations and ensure implementation of best practices in clearance, deliveries to the warehouse and distribution to the stores according to agreed mapping