



ROCK AGOUDOTE

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- 🔗 [Bold Profile](#)

OWN VISA (Freelance)

SUMMARY

Hardworking and punctual professional works in fast-paced, physically-demanding jobs while standing and moving for long hours. Physically fit and diligent with strong commitment to team and business success. Focused on exceeding productivity and service objectives every day.

SKILLS

- Architectural drafting
- Excellent communication
- **Good memory**
- **Ability to work as a team**
- Self-motivated
- Expansive personal network
- People-orientated
- Creative problem solving
- Flexible and reliable under any condition
- Stamina and efficiency
- **Always patient and diplomatic when dealing with complaints**
- Networking enthusiast

WORK HISTORY

WAREHOUSE AMBASSADOR, 10/2021 - 02/2024

Amazon, Dubai, UAE

- Performed regular cycle counts of inventory in order to maintain accurate records.
- Received and processed customer orders accurately and quickly.
- Ensured compliance with safety regulations at all times while working in the warehouse.
- Unloaded trucks using a hand truck or pallet jack.
- Managed returns of damaged or incorrect products from customers.
- Assembled furniture according to manufacturer's instructions as needed by customers.
- Created detailed reports on inventory levels and shipping activities daily.

ARCHIVE CLERK, 10/2019 - 10/2021

Hammed Cargo and Tourism, Ajman

- Analysed departmental documents for appropriate distribution and filing.
- Supported Chief Operating Officer with daily operational functions.
- Obtained documents, clearances, certificates and approvals from local, state and

federal agencies.

- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Researched and updated all required materials needed for firm and partners.
- Developed new process for employee evaluation which resulted in marked performance improvements.
- Monitored multiple databases to keep track of all company inventory.

WAITER, 03/2016 - 07/2019

Intercat hospitality LLC, Dubai, United Arab Emirates

- Greeted guests in pleasant and courteous manner.
- Maintained neat and attractive bakery food cases.
- Cleaned dishes with detergent, rinsing and sanitising chemicals in three-compartment sink.
- Kept tables neat by clearing away dirty dishes, wiping down surfaces and refreshing glasses or beverages.
- Calculated charges, issued bills and collected payments.
- Identified items in stock for first use to decrease waste and profit loss.
- Managed closing duties, including restocking items and reconciliation of cash drawer.
- Supported other areas of restaurant in set up, clean-up, prep work and equipment maintenance.

RECEPTIONIST, 12/2011 - 02/2013

Cyber Internet Cafe, Sekondi/ Western Region, Ghana

- Oversee the smooth and efficient running of the main switchboard
- Greet visitors and provide them with identity badges and directions to relevant departments
- Provide support to administration staff
- Maintain health and safety procedures including fire drills and evacuations.
- Monitored premises security, screened visitors, updated logs and issued passes.
- Created professional memoranda, letters and marketing copy.

SALE PERSONNEL, 11/2009 - 09/2011

All Needs Supermarket, Takoradi/Western Region, Ghana

- Saved 8% on supply costs by working closely with suppliers to ensure that all components met department quality standards.
- Completed all cleaning, stocking and organising tasks in assigned sales area.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

EDUCATION

IPMC College Of Technology, Circle Branch, Accra, Greater Accra Region, 2015
System Engineering

Ideal College International, Tadisico/ Western Region, Ghana, 2014
Secondary Education Exam: General Science

