



# MICHAEL APPIAGYEI GYAMFI

📍 Dubai Visa Status: Own Visa United Arab Emirates

📞 0556371023

✉️ jnr5012@outlook.com

## Professional Summary

Proven skills in supporting warehouse operations by keeping accurate records and checking shipments. Detail-oriented in evaluating products, processing paperwork and coordinating movements around warehouse locations. Familiar with operating equipment and staying on top of maintenance demands. I am effective at working in fast-paced grocery environments to restock and arrange merchandise in an appealing way. Upbeat and friendly team player with a good attitude and willingness to take on any task.

## Skills

- Inventory Recordkeeping
- Motivated Team Player
- Stockroom Maintenance
- Microsoft Office
- Customer Service
- Data Entry and Database Skills
- Merchandising and Display
- Data Entry
- Verbal and Written Communication
- Warehouse Coordination and Support
- Attention to Detail
- Product Tagging and Categorization
- Shipping and Receiving
- Problem Solving
- Data Entry Software
- Handling Customer Inquiries
- Staff Training
- Tagging and Categorizing
- Data Processing
- Reports and Spreadsheets Generation
- Team Coordination
- Quick Learner

## Work History

04.2018 - 12.2021

### **Warehouse Associate**

Wilmar Ghana - Accra, Ghana

- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Performed inventory counts and stocked merchandise.
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.
- Compared received packages against shipping documents.
- Operated PC and RF-based computer systems for inventory management.
- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
- Recorded information, shortages and discrepancies to keep records

current and accurate.

08.2015 - 04.2017

### **Warehouse Assistant**

Ghana Brewery Company Ltd - Accra , Ghana

- Operated RF scanners to track merchandise and verify contents of containers.
- Placed incoming inventory in optimal storage locations to promote continued accuracy and easy retrieval.
- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.

### **Education**

01/2016

System Engineering , Computer System Engineering , IPMC COLLEGE of TECHNOLOGY - Accra

### **Languages**

**French:**

B2

Upper intermediate

**English :**

C2

Proficient