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| |  | | --- | | MICHAEL NWOGU Factory Process Worker- job post [Addiction Foods NZ Ltd](https://nz.indeed.com/cmp/Addiction-Foods-Nz-Ltd.?campaignid=mobvjcmp&from=mobviewjob&tk=1gc3hns7fimih800&fromjk=36a7da43da24374d)  Email:jamesfnwogu@gmail.com  Te | | **PROFESSIONAL SUMMARY**  Detailed oriented, worked in fast paced environment, material accountability, dexterity, long standing, heavy lifting, diligent, experienced working in physically demanding work site, inventory management, shipment/logistics, conversant with stores documentation, knowledgeable with safety procedures/requirement loading/unloading of shipment containers 20/40 feet. Commitment to work, flexible and adaptability.    **Work History**       |  |  |  | | --- | --- | --- | | **2017-02 - Current** |  | Stock Associate  *CMI Limited Ghana, Caprice Accra, Accra*   * In charge of loading and unloading of shipment containers, check against shortages, damages, and made sure that items concise with the parking list. * Managed complex equipment storage operations while effectively partnering with intermediary departments to complete projects. * Kept stock areas clean, tidy and organized according to facility requirements. * Completed frequent inventory counts and resolved discrepancies. * Addressed internal supply problems head-on and developed creative solutions to prevent delays and missed targets. * Work flexible hours, weekend, night shift, on calls |  |  |  |  | | --- | --- | --- | | **2014-201**  **2010-2014** |  | ***Store keeper***  *Bouygues Construction Ghana (Americaribe Ghana),*  Maintaining safe custody of all materials in the stores/warehouse  Issuing items in accordance with requisition note when materials are requested from the store department and ensured that they are well authenticated by the authorized personnel  Preserving and and handling stock in the most efficient manner and best practices  Periodically review the inventory to avoid shortages and replenish when necessary  Prepared goods receive notes for easy documentation of all received items.  Maintain proper stock level at all times.  Responsible for the receipt of shipment containers and trucks including 400 hospital bed projects and equipments, directly responsible for the unloading/loading of all supplied materials to work station.  Worked flexible times, weekend, overtime and night shift.  **Stock Clerk**  Fortress Phones and Accessories Ghana   * Oversees the receipt of consignment from suppliers from abroad and within the country. * Organized the shelves and products display according to important and cost value. * Ensures that all delivery was carried out timely and customers satisfaction. * Made sure that inventories arrives in time from suppliers and immediately allocated to the right store shelves. * Kept detail items of items shipped via regular inventory |  |  |  |  | | --- | --- | --- | | **2001-2010** |  | Store Keeper  *Pivot Engineering Company Ltd, Lagos*   * Sorted and placed materials on racks and shelves according to predetermined sequences such as product code and size. * Received, merchandised and arranged all shop items for visual display. * Excelled in every store position and regularly backed up front-line staff to keep expertise fresh and relevant. * Performed forecasting to identify necessary changes for supply chain business. |  |  |  |  | | --- | --- | --- | |  |  |  |  |  |  |  | | --- | --- | --- | | **1998-2000** |  | Store Keeper  *Etco Engineering and Technical Company Ltd, Lagos, Lagos*   * Sorted and placed different materials on racks and shelves according to predetermined sequences such as product code and size. * Arranged products on shelves and in cabinets to maximize space utilization by 80%. * Maintained customer satisfaction while handling maintaining product returns quickly and professionally. * Recruited and developed stores employees for store department. * Opened and closed location and monitored shift changes to uphold successful operations strategies and maximize business success. |     **Education**       |  |  |  | | --- | --- | --- | | **2016-01** |  | : Chartered Institute Of Supply Chain Management Accra Ghana Student Membership Certification |  |  |  |  | | --- | --- | --- | | **2008** |  | **Upper Credit - Advance Certificate - (Stores, purchasing and supply management)**  Federal College of Education Technical |  |  |  |  | | --- | --- | --- | |  |  |  |  |  |  |  | | --- | --- | --- | | **1987-1991**  **July 2021** |  | **High School Diploma: Accounting and management**  Graded Institute of Secretaries and Accountants  IELTS:  Speaking 7.0  Reading 5.5  Writing 6.0  Listening 5.5 |     **Additional Information**       * AVAILABLE FOR INTERVIEW AND RELOCATION.           **Interests**      Environment and Community Development |  |  | **Personal Info**    Phone  **+2347065005453**  E-mail  **jamesfnwogu@gmail.com**    **Skills**      Good interpersonal relationship  Customer service orientation  Time management and multitasking  A good motivator and a team player  Enjoy a mix of work - inside and outside  Repetitive manual task  Hard working and self-motivated  Positive attitude  Material inventory skill |  |

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