

DANIEL TWENEBOAH KODUA

WAREHOUSE ASSOCIATE



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OBJECTIVE

To obtain a position with a progressive and innovative company that can utilize my experience and knowledge to assist each other in a successful working relationship.

SUMMARY OF EXPERIENCE

WORKED AS A WAREHOUSE ASSISTANT AT NESTLÉ - GHANA

Roles and Responsibilities

- Preparing and completing orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver).
- Receiving and processing warehouse stock products (pick, unload, label, store).
- Performing inventory controls and keeping quality standards high for audits.
- Packing goods with bubble wrap and polystyrene chips.
- Sealing containers using glue, staples or shrink-wrap.
- Using computers to check inventory status and availability.
- Picking and packing products into appropriate containers and boxes.
- Disposing of empty boxes and excess packaging.
- Determining the correct box size to be used to pack orders.
- Packing cartons with the appropriate quantity of products.
- Following all safety procedures and also utilizing appropriate safety equipment at all times.
- Performing visual, weight, and seal inspections of individual packages.
- Completing tickets for every pallet that has been packed with information such as the item number, date and case count.
- Using pallet-jacking and hand-jacking equipment to move pallets around warehouse.
- Matching labels and orders accurately.
- Ability to stand or walk 10-12 hours during work shift.

WORKED AS A LOGISTICS ASSOCIATE AT LINE SOLUTION - GHANA

KEY SKILLS AND COMPETENCIES

- Good at adding, subtracting, multiplying and dividing.
- Flexible and willing to work in different areas of production.
- Ability to work cooperatively within a complex team environment where everyone relies on each other.
- Can work in a fast paced environment where tasks must be completed quickly.
- Prepared to be cross trained in other areas of a warehouse operation.
- Physically fit and able to lift heavy objects without assistance for an entire shift.
- Maintaining a database of packages.
- Ability to stand or walk 10-12 hours during work shift.

PERSONAL

- Willing to work overtime at short notice.
- Pushes the limits and thinks outside the box in order to find solutions.
- Can work night shifts.

OTHER AREAS

- PDA OPERATIONS: Picking and Packing, GRN (tally and put away). VNA Picking, Stock transfers, Bin management.

EDUCATION QUALIFICATIONS

- HIGH SCHOOL, WESTAFRICAN SECONDARY SCHOOL CERTIFICATE

LANGUAGE PROFICIENCY/ SKILLS

- ENGLISH: FLUENT WRITTEN AND SPOKEN.