

Bright Kwadwo Boadu

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Location and address: [5340 199 Street NW, Edmonton, Alberta](#)

PERSONAL STATEMENT

Dedicated and detail-oriented professional with a proven track record in warehouse operations and maintenance support. Experienced in inventory management, logistics coordination, and preservation of spare parts. Adept at utilizing CMMS for efficient maintenance planning and execution. Collaborative team player with strong communication skills, committed to creating a safe, organized, and productive warehouse environment. Ready to contribute skills and expertise to optimize warehouse operations.

WORK EXPERIENCE

WAREHOUSE COORDINATOR, YINSON PRODUCTION WEST AFRICA LIMITED, Takoradi - GHANA

April 2021 - April 2023

- Assisted in creating warehouse maintenance plans for safety, inventory management, and equipment preservation.
- Monitored and improved planned maintenance activities for enhanced equipment reliability and operational efficiency.
- Provided essential support and feedback to warehouse and technical teams, contributing to smooth warehouse operation.
- Utilized WMS for streamlined maintenance-related processes.
- Oversaw timely delivery, tracking, and management of spare parts, consumables, and supplies.
- Managed spare parts, ensuring proper storage and organization for easy retrieval and tracking.
- Collaborated with stakeholders to support in-country logistics, shipments, and adherence to company policies.
- Played a key role in spare parts and inventory management, both within the warehouse and offshore locations.
- Supervised and coordinated maintenance-related work at the warehouse operations base.

EDUCATION

- **Bachelor of Science (B.Sc.) in Mathematics**, Kwame Nkrumah University of Science and Technology, Kumasi, June 2020

SKILLS

- **Inventory Management:** Timely replenishment, overseeing inventory levels.
- **Warehouse Operations:** Proficient in work order execution, spare parts preservation, and maintenance coordination.
- **Collaboration and Support:** Proven experience supporting maintenance and technical teams, collaborating with stakeholders.
- **Logistics Coordination:** Experience in in-country logistics, shipments, and policy compliance.
- **CMMS:** Familiarity with using CMMS (IFS) for maintenance-related activities.
- **POWER JACK OPERATION:** Proficient in the use of power jacks for efficient movement and transportation of goods.

LANGUAGES

- English

REFERENCES

AVAILABLE UPON REQUEST