



Eugene Dadzie

Assistant Operations Manager

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Languages

English

About

I thrive in retail, bringing expertise in logistics and supply management to ensure impeccable inventory control and customer service. Skilled in styling, client assistance, and transaction handling across diverse product categories, I excel in dynamic retail environments, ready to adapt to various settings and schedules.

BRANDS WORKED WITH

- Ashaiman Polyclinic (National Service)
- Maritime Limited (Internship)
- Regional Medical Stores (Internship)
- STAR

Experience

- Shipping and Distribution (Sales Manager)**
 AD Sourcing Procurement and Supply | Jun 2019 - Sep 2023
 Manages the shipment, records, and receipts of all the products, materials and supplies. I collaborate and communicate with logistics technicians, customer service representatives, service providers and other services involved in the shipment and the receipt of the product.
- Procurement Assistant and Assistant Stores Manager**
 Ashaiman Polyclinic (National Service) | Sep 2017 - Aug 2018
 Ensure that the business has a constant supply of materials or equipment. I work primarily in an administrative capacity, scheduling material purchases, delivery, and verifying current inventories. Stock-taking quarterly.
- Assistant Operations officer**
 Star Maritime Maritime Limited (Internship) | Jun 2015 - Aug 2015
 Embarkation and disembarkation of crew, oversee and direct daily company administrative processes and procedure.
- Assistant Stores Manager**
 Regional Medical Stores (Internship) | Jun 2015 - Aug 2015
 • Maintain receipts, records, and withdrawals of the stockroom. Receive, verify supplies, check the expiry of the supplies, unload, and shelve supplies. Stocktaking quarterly

Education & Training

- 2014 - 2017 ● **Takoradi Technical University**
 HND Purchasing and Supply,,
- 2010 - 2013 ● **Huni-Valley Senior High School**
 Business,,