# RICHMOND NUAMOAH-FOFIE

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## Professional Summary

Results-driven Senior Storekeeper / Procurement Officer with over 7 years of progressive experience in procurement, inventory management, and supply chain operations within the construction and industrial sectors. Proven track record of optimizing inventory processes, reducing stock-outs, and implementing loss prevention strategies. Skilled in sourcing spare parts, ensuring supply chain efficiency, and coordinating with cross-functional teams to maintain seamless operations. Proficient in ERP systems and Microsoft Office, with strong organizational, problem-solving, and decision-making abilities

## Core Competencies

• Procurement & Vendor Management

• Inventory Control & Stock Management

• Spare Parts & Consumables Management (PMV)

• Supply Chain Optimization

• Loss Prevention Strategies

• ERP Inventory Systems

• Contract Negotiation & Supplier Coordination

• Shipment Tracking & Documentation

• Data Reporting & Record Keeping

• Team Leadership & Staff Training

## Professional Experience

### Procurement Officer

BETON W.L.L, Workshop | Messaieed, Qatar (June 2024 – Present)

• Manage sourcing and procurement of spare parts, tools, and equipment, ensuring timely delivery and cost-efficiency.

• Coordinate with maintenance teams to ensure material availability for ongoing projects.

• Oversee supplier negotiations and ensure compliance with company procurement policies.

• Track shipments and maintain proper documentation for all procurement activities.

### Senior PMV Storekeeper

BETON W.L.L, Workshop | Messaieed, Qatar (January 2022 – March 2024)

• Led a team responsible for efficient inventory management and stock control for PMV components.

• Implemented systems for stock replenishment, reducing backlogs and enhancing operational efficiency.

• Worked closely with the procurement team to ensure timely supply of materials and tools.

### PMV Storekeeper

BETON W.L.L (Air Base Project) | Duhkan, Qatar (July 2019 – December 2021)

• Managed spare parts inventory for heavy equipment and construction machinery.

• Optimized space utilization in the warehouse, improving organization and accessibility.

• Coordinated with suppliers and monitored inventory levels to prevent shortages.

### PMV Storekeeper

BETON W.L.L | Duhkan, Qatar (February 2017 – June 2019)

• Handled procurement and inventory management of PMV spare parts and consumables.

• Reduced stock mismatches by streamlining stock tracking and documentation processes.

• Maintained accurate records and reports for audits and internal evaluations.

## Education

• Professional Qualification in Supply Chain Management, Icon Training Center, Doha, Qatar (August 2022 – December 2022)

• Diploma in Education, University of Education, Winneba, Kumasi, Ghana (June 2009 – November 2010)

• Welding Craft Practice – Advanced, Takoradi Polytechnic, Takoradi, Ghana (November 2001 – July 2002)

• Computer Software, Bomag Computer Center, Sunyani, Ghana (October 2003 – December 2003)

• Welding Craft Practice, Sunyani Polytechnic, Sunyani, Ghana (September 1996 – December 2000)

## Key Achievements

• Implemented loss prevention strategies, decreasing shrinkage by 12%.

• Streamlined inventory management processes, reducing stock-outs by 50%.

• Introduced a new inventory management system, cutting stock loss by 80%.

• Assisted in staff training on ERP systems, improving transaction processing time by 65%.

• Recognized by management for excellent work ethic, contributing to an 80% reduction in losses and mismatches.

## Technical Skills

• ERP Inventory Management Systems

• Microsoft Office Suite (Excel, Word)

• Data Analysis & Reporting

• Inventory Tracking & Documentation

## Languages

• English (Fluent)

## Hobbies & Interests

• Learning New Skills

• Listening to Music

• Watching and Playing Football

## References

Available upon request.