|  |  |  |
| --- | --- | --- |
|  | **FORSON ACHEAMPONG**  |  |
|  |  |  |  |  |  |
|  | **Parts Salesman attendance** |  |
|  |  |  |  |  |  |
|  |  |  |  | PROFILE |  |  |  |
|  | CONTACT\_\_\_\_\_\_\_\_\_\_\_+97450134589forsonn21@gmail.com |  | A Parts Salesman in Qatar typically focuses on selling automotive spare parts, both aftermarket and original equipment, to various customers, including dealerships, workshops, and individual consumers. |  |
|  | SKILLS  |  |  | EXPERIENCE  |  |  |  |
|  | Customer service and communication services, Inventory managementTime managementAttention to detailOrder fulfilmentOrganizationHand-eye coordinationTeamworkPhysical stamina |  | **Toyota Qatar CPD – Parts salesman** **Sep 3rd, 2022 till date**:Familiar with the Sap system. :Creating PO,:Ordering parts:Received parts:Issuing parts to customers and updating**Toyota Qatar CPD – Parts Picker & Data Entry Oct 21st, 2017 -Sept 2nd, 2022**Picking parts and supplies. Packing and offloading.Checking and updating in the computer system. Junior parts salesman, familiar with sap systems. Storekeeper.**Abdulla Abdulghani & Bros – Security Officer Dec 1st, 2013 – Sept 21st, 2017**Secures premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment and access points, permitting entry.Obtain help by sounding alarms.Prevents losses and damage by reporting irregularities, informing violators of policy and procedures, restraining trespassers.Controls traffic by directing drivers.**Audi Automotive Ghana – Showroom Receptionist March 2012 – November 2013**Serves visitors by greeting, welcoming and directing them appropriately.Notifies company personnel of visitor arrival.Maintains security and telecommunications system and data entry.Directs visitors by maintaining employee and department directoriesInform visitors by answering or referring inquiries.**Tasty Treat Restaurant, Ghana – Waiter** **June 2011 – January 2012**Setting up tables.Following correct sequence of service outlined in the standards operating procedures.Service and sales of food and beverage in restaurant efficiently and in the most courteous manner.**Jedi & Justin Oaks Accommodation Service Company Procurement Office Administrative / Camp Boss****June 2009 – April 2011**I was responsible for managing and camp issues distributing information around the offices within the company. I make sure I carry out the regular inspection of the company’s accommodation in order to ensure that cleaning and maintenance has be done perfectly in the accommodation as the company rules. |  |
|  | EDUCATION |  |  |  |
|  | **Regional Maritime University, Ghana**2009-2012Electrical / Electronic Eng.**St. Aquinas Senior High School, Ghana**2005-2008Business Management**Course****\_\_\_\_\_\_\_****Fire Fighting**Ministry Of Interior, QatarJune, 2014**BLS/AED & First Aid**Basic Life Support and Automated ExternalDefibrillator (European Resuscitation Council), QatarSeptember, 2014Qatar International Center forSafety & Security.Roles and responsibility ofSecurity personnel.Responsibility of securityPersonnel for health and safety and dealing with emergencies.Communication and customer care for security personnel.Key activities of security personnel. |  |  |