Joseph Anakwa

Storekeeper

Doha, Qatar

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SUMMARY

Dedicated and detail-oriented Storekeeper/Receiving Clerk with over five years of experience in inventory management, warehouse operations, and supply chain logistics. Skilled in stock control, data documentation, and medical supply management. Adept at ensuring proper storage, organization, and timely distribution of essential items, with a strong ability to collaborate effectively with teams and departments.

OBJECTIVE

Seeking to leverage expertise in an organization that values efficiency and accuracy in inventory management.

PROFESSIONAL EXPERIENCE

Storekeeper

July 2021 - Present

Doha

Gulf Warehousing Company (GWC)

- Maintains accurate inventory records for medical supplies.
- Ensures compliance with company policies for returns of damaged or expired items.
- Implements FIFO (First In, First Out) for optimal stock rotation.
- Supervises receiving, storage, and internal distribution of hospital inventory.
- Uses software to manage stock levels and improve supply efficiency.
- Coordinates with medical teams to ensure timely supply restocking.
- Conducts regular inventory audits to resolve discrepancies.

Warehouse Clerk

June 2018 — May 2021

New Talal Holding and Distribution Company - Qatar

Doha

- Maintained accurate inventory records through meticulous data entry and cycle counts.
- Processed incoming and outgoing shipments, verifying quantities and inspecting for damages.
- Collaborated with team members to ensure a safe, clean, and organized warehouse environment.
- Prepared and fulfilled customer orders accurately and promptly, adhering to shipping schedules.
- Supported the receiving department by unloading trucks, sorting packages, and organizing materials.

EDUCATION

Data Documentation and Record Keeping for Organisational Excellence

January 2018 — April 2018

Alison Certification Courses

Microsoft Office User Certification

IPMC Ghana

May 2014 - July 2014

LANGUAGES

English Fluent in English.

SKILLS

*	Inventory & Stock Control	Expertise in managing and controlling inventory levels effectively.
*	Medical Supplies Management	Skilled in the management and distribution of medical supplies.
*	FIFO & Stock Rotation	Proficient in implementing FIFO methods for optimal stock management.
*	Inventory Audits	Experience in conducting regular inventory audits to ensure accuracy.
*	Data Documentation	Proficient in documenting data accurately for organizational purposes.
*	Microsoft Office	Skilled in using Microsoft Excel, Word, and Outlook.
*	Inventory Management Software	Experience in using software for managing inventory effectively.
*	Communication	Expresses ideas clearly, listens actively, and tailors messages to diverse audiences.
*	Active Listening	Fully engages with speakers, clarifies information, and demonstrates understanding.
*	Attention to Detail	Delivers accurate work by carefully reviewing information and minimizing errors.
*	Multitasking	Handles multiple assignments efficiently without compromising quality or

INTERESTS

deadlines.

& Cooking

Experiment with international cuisines, enhancing understanding of global flavors and food service trends.

& City Walking Tours

Curate and conduct walking tours, sharing local history and attractions with visitors.