

## **Henry Thompson**

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### **EDUCATION**

**2010 – METHODIST UNIVERSITY COLLEGE**  
**Bachelor of Business Administration**

**ACCRA,GHANA**

**2008 – INSTITUTE OF COMMERCIAL MANAGEENT**  
**Diploma In Business Management And Administration**

**BOURNEMOUTH,UK**

**2007 - BOA AMPONSEM SENIOR HIGH SCHOOL**  
**High School Diploma**

**DUNKWA,GHANA**

### **WORK EXPERIENCE**

**August 2019 to Date Capstone Logistics, LLC**

**AURORA,CO**

#### **Warehouse Associate**

- Loading and unloading operations within the warehouse facility with pallet jack or forklift
- Handle the movement of pallets on and off trailers and other vehicles by using site equipment like pallet jack and forklift
- Stacking and restacking of pallets and breaking down of pallets stacked with two or more different product
- Maintain a safe and clean environment by keeping pallet and workstations neat
- Contribute to team effort by accomplishing related results as needed.
- Maintains quality service by following organizational standards
- Staging pallets at proper locations for receivers to verify and scan products on pallets before lifting pallets onto the machine to move through the system
- Keep site supervisor informed regarding conditions on the dock and any unsafe conditions at the warehouse
- Performing any other duties assigned by the supervisor

**June 2018- June 2019 Standard Chartered Bank**

**ACCRA,GHANA**

#### **Personal Banker**

- Advise customers on bank services for their needs (e.g. loans and credit cards)
- Manage customer bank accounts; open, close and oversee transactions
- Resolve issues with banking services and accounts
- Refer clients to inhouse financial experts as needed
- Reach out to potential customers to generate new business
- Present financial products and services to existing and prospective customers
- Perform administrative duties (e.g. entering data into banking software)

**March 2017- May 2018 Ghana Atomic Energy Commission (Technology Transfer and Marketing Centre)** **ACCRA,GHANA**

**Principal Marketing Assistant**

- Compiling and distributing financial and statistical information such as budget spreadsheet
- Analyzing questionnaires
- Writing reports, brochures and similar documents
- Organizing and hosting presentations and customer visits
- Assisting with promotional activities that aims at keeping existing client and bringing on board new ones as well
- Identifying market for various research out from the institutes within the Commission
- Visiting client/external agencies to make follow ups
- Assisting in the facilitation of transfer of nuclear technologies and innovation from the Commission to both public and private sector
- Helping my Centre Manager to organize market research

**January 2014 –January 2017 Nestle Ghana**

**TEMA, GHANA**

**Assistant Warehouse Supervisor**

- Supervise day-to-day operations in a warehouse.
- Supervise loading and unloading operations.
- Prepare shipping documentation and other related paperwork.
- Supervise forklift and pallet jack operations.
- Order, receive and maintain equipment, materials and tools.
- Supervise counting, weighing and identifying of materials meant for shipment.
- Check materials against customer orders, picking lists and billings.
- Develop annual department budget.
- Check and verify materials in warehouse periodically.
- Maintain records of equipment, materials and products.

**October 2010- December 2013 Nestle Ghana**

**TEMA,GHANA**

**Warehouse Officer I**

Preparing and completing warehouse orders for delivery or pickup according to schedule,

- Receiving and processing warehouse stock products
- Perform inventory controls and keep quality standards high for audits
- Communicate and cooperate with supervisors and coworkers

- Operate and maintain preventively warehouse vehicles and equipment
- Follow quality service standards and comply with procedures, rules and regulations
- Complete diary logs into inventory
- Report any discrepancies

## **SKILLS**

Advanced in Microsoft Office (PowerPoint, excel and word); graph and visual design; research and analysis; oral and numerical presentations; problem-solving; ability to learn software's quickly; and ability to multitask in high stress environments, Excellent time management skills and the ability to prioritize work, Excellent written and verbal communication skills and Knowledge of office management systems and procedures