

# EYIAH EVANS

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## Personal statement

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A highly motivated and hardworking individual, possess impeccable integrity, selfless team-player and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become a fully qualified and experienced Procurement Director, with the longer-term aspiration of moving into UN Procurement.

## Key Skills

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- Proficiency in Systems Applications and Products (**SAP**) in Data Processing and all areas of Microsoft Office, including Excel, Word and PowerPoint
- Above average understanding of **FIFO/FEFO/LIFO** principles.
- Ability to work well in both a team environment and individual environment.
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met.
- Flexibility, whilst maintaining enthusiasm and commitment to each task.
- Good work ethics with excellent communication, interpersonal and Negotiation skills.

## Work Experience

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### **KEDA CERAMICS COMPANY LTD (TWYFORD), (Warehouse Officer)**

*(2019 to Present)*

#### **Duties:**

- I Develop and implement processes to ensure warehouse storage space is optimized
- I control inventory levels and keep inventory records current by conducting physical counts; reconciling with the data storage system.
- I ensure there are effective and efficient forklift operations within the warehouse.
- I receive the tiles after production and ensure the stock-in are entered correctly on the system.
- I prepare orders by processing requests and making sure that waybills are done on time.
- Maintains safe and clean work environment by keeping shelves, pallet area and work stations neat.
- Developing and executing strategies with the Warehouse manager to improve the efficiency and effectiveness of the inventory team.
- Supervise the Labourers to Organize warehouse area and work area for orderliness at all times.
- Any other duty assigned by the manager

### **Ghana Education Service, Ellembelle District Office (Logistics Associate and Supply Officer)**

*(2018)*

Duties:

- Liaise with the National and Regional Office to ensure that there is a regular supply of all stock to District GES store.
- Responsible for the overall management of the District GES store
- Responsible for the preparation of Distribution lists.
- Responsible for the arrangement of goods in the store,
- Issuing of goods and Stationaries to the various GES offices and schools in the district.
- Responsible for regular Stocktaking and preparing monthly reports.

### **Goshen farms Company Ltd (Assistant Farm Manager)**

*(2017)*

Duties:

- Responsible to source, negotiate and purchase materials from both local and overseas vendors.
- Purchasing crate and poultry feed, drugs and water.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the product.
- Advise internal and external on issues regarding purchasing Terms & Conditions.
- In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
- Resolve supply, quality, service and invoicing issues with vendors.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.
- Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements.
- Vendor Development / Vendor Management.

### **TSS Roofing and Concrete Product Ltd (Logistics Officer)**

*(2016)*

Duties:

- Dispatch of purchase orders with necessary documentation.
- Implementing the parts approved from the Customer and releasing or issuing it to the Production Department.
- Interacting with the Supplier to get the parts to production on time.
- Follow up for materials with suppliers for delivery.
- Stocktaking
- prepare monthly reports on goods received and issued
- Preparation of waybill and requisition form.

## Education

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Bachelor of Commerce, Procurement and Supply chain Management  
University of Cape Coast  
*(2019-2021)*

Higher National Diploma, Purchasing and Supply  
Accra Technical University  
*(2015 – 2018)*

## Professional Membership

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Ghana Institute of Purchasing and Supply (GIPS)

## Professional Training

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**1. Procurement and Supply Chain Management Department, Ghana Civil Service, (2017)**

**Theme:** Effective Public Procurement as a Tool for Job Creation.

**2. Ghana Transport and Logistics Conference, (August 16 to August 18, 2017)**

**Theme:** “Ghana’s New Momentum” Promoting Sustainable Transport and Logistics value chain through Public-Private Partnership.

**3. Procurement and Supply Students Association of Ghana, (2017)**

**Theme:** The Role of Procurement in Sustainable Development of Ghana

**4. Procurement and Supply Students Association of Ghana, (2018)**

**Theme:** Mobilizing Prospective Procurement Professionals Towards a Stronger Public Procurement Administration in Ghana

## Leadership Positions Held

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Vice President	National Service Personnel Association ( <b>NASPA</b> ) Ellembelle District <i>(2018/2019 Administration)</i>
President	Purchasing and Supply Students Association of Ghana ( <b>PASSAG</b> ) (Accra Technical university) <i>(2017/2018 Administration)</i>
SRC General Assembly Member	Accra Technical University <i>(2017/2018 Administration)</i>

I also served on Committees both at the SRC and Department Level.

## Declaration

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I hereby solemnly affirm that all details provided above are true to the best of my knowledge and belief and all times, I shall carry myself in a manner that lends dignity to the organization and worthy enough of the person.

## References

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(CEO Goshen farm Company Limited)  
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Other References are available on request.