

JOSEPH QUAIDOO JUNIOR

Address: C/o Regional Maritime Uni. Box GP1115, Nungua

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BIO-DATA

- Full Name: Joseph Quaidoo Junior
- Nationality: Ghanaian
- Date of Birth: 30th April 1998
- Gender: Male
- Place of Birth: Tarkwa – Western Region
- Marital Status: Single

CAREER PROFILE

Disciplined and motivated logistician, successful at managing transportation logistics, customs compliance, social media marketing and general administrations with excellent problem solving, interpersonal and communication skills. I am also a certified Seafarer (rating) and focused on contributing my skills towards the facilitation of international trade and the achievement of organizational goals.

EDUCATION

- Institution: Regional Maritime University (RMU) – Accra
Qualification: Advan. Diploma in Logistics and Transport (ADILT)
Duration: 2022 – now
- Institution: Regional Maritime University (RMU) – Accra
Qualification: Pre-Sea Rating Course
Duration: March – May 2023
 - Certificate of Proficiency in Personal Survival Techniques
 - Certificate of Proficiency in Elementary Firstaid
- Institution: Regional Maritime University (RMU) – Accra
Qualification: Inter. Diploma in Logistics and Transport (DILT)
Duration: 2019 – 2020
- Institution: Regional Maritime University (RMU) – Accra
Qualification: Cert. in Logistics and Transport (CILT)
Duration: 2018 – 2019
- Institution: Huni-Valley Snr High / Ideal College, Greater Accra.
Qualification: West African Secondary School Certificate
Duration: 2016 - 2018

COUREWORK

- Seamanship
- Chipping & Painting
- Customs Procedures.
- Port Operations
- Transport Insurance
- Project Management
- Inventory Management
- Communication skills
- Shipping Law
- Maritime Pollution

LANGUAGES

- English Language
- Twi
- Fante
- Basic French

WORK HISTORY

➤ **Escort Officer (Intern) – Transport Depart.** (March– Sept. 2020)

Company: Apex Shipping Company Limited (ASCO), Tema.

Profile: ASCO is a Shipping and Logistics company located in Tema

Roles

- Supervised the inspection of containers upon arrival
- Received way bills from custom officers after they have confirmed the goods in the container.
- Liaisoning with Haulage to deliver laden containers to the right customers and at the right locations
- Recorded and reported every transit incident such as accidents, traffic etc.
- Maintained communication with internal parties on changes to terms
- General Administrative and logistical roles

➤ **Marketer – Social Media Department** (Oct. 2021 – Oct.2022)

Company: Trulander JSF limited, Nungua

Profile: Trulander JSF limited is a registered real estate company in the sale of land and property.

Roles

- Designed and Managed the social media handles of the company.
- Regular advertisements of company properties and lands.
- Interracted and directed propective customers to the right departments
- Oversaw social media strategy for the company and delegated task among team members to boost social presence.
- Designed all flyers of the company including memos.

➤ **Professional Musician/Music Instructor** (2015 – now)

Company: Self Employed

Roles: Instruct and direct church choirs, play all church instruments, event organizer and technical consultancy

SKILLS

- Seamanship
- Chipping & Painting
- Customs Procedures
- Good Record Keeping
- Microsoft Word
- Microsoft Excel
- Microsoft PPT
- Graphic Design
- Canva Expert
- Team work
- Tolerance
- Communication skills
- Time Management
- Self-Management

WORK HISTORY

➤ Warehouse Supervisor at Equator foods. (20th April. 2025)

Roles

- **Inventory Management:** Overseeing receipt, storage, and dispatch of goods, ensuring accurate inventory levels and minimizing stock discrepancies.
- **Warehouse Operations:** Managing daily warehouse activities, including receiving, putaway, picking, packing, and shipping.
- **Team Supervision:** Leading a team of warehouse staff, providing guidance, training, and support to ensure efficient operations.
- **Logistics and Distribution:** Coordinating with transportation teams, managing freight, and ensuring timely delivery of products.

Additional Responsibilities:

- Implementing and maintaining warehouse processes and procedures.
- Conducting regular stock audits and cycle counts.
- Identifying and implementing cost-saving initiatives.
- Collaborating with other departments, such as procurement and sales..

As a Warehouse Supervisor at Equator Foods, you would play a critical role in ensuring the efficient and effective management of the warehouse, supporting the company's overall operations and success.

REFEREES

Mr. Patrick Nyantakyi Badu

Teacher

Huni Valley SHS

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Stephen Sarfo Bonsu

Transport Coordinator,

Asco shipping Company

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