**[Supply Chain International Logistics](https://www.postjobfree.com/resume/ad0ews/supply-chain-international-worcester-ma)**

**Location:**Worcester, MA

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**Resume:**

CHARLES KOJO REINDORF

30C Milton Street Worcester, MA 01605 • 774-242-5012 • sunnymoon4k@yahoo.com

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PROFILE

Motivated, teamwork-oriented, and skilled individual who is trained in business theory, business applications, shipping & logistics, and supply chain operations. Willing to learn new things to meet goals. Skilled Logistics and Transport representative with 17+ years of experience in logistics, shipping, and supply chain fields. Exhibits great attitude during work experiences and upholds great responsibility in all roles. Recognized for ability to manage and communicate well with others and showcases outstanding work ethic. Great communicator that holds leadership and organization capabilities. EDUCATION

Ghana Institute of Management & Public Administration (GIMPA) 2010 - 2012 Chartered Institute of Logistics and Transport

Advanced Diploma in International Logistics & Transport Middlesex University Business School 2009 - 2011

Lloyds Maritime Academy

MBA in Shipping & Logistics (Deferred)\*\*

Ghana Institute of Management & Public Administration (GIMPA) 2007 - 2008 Chartered Institute of Logistics and Transport

Diploma in International Logistics & Transport

Customs Proficiency Certificate Examination 2005

Customs Proficiency Certificate

Ghana Institute of Management & Public Administration (GIMPA) 2004 - 2005 Chartered Institute of Logistics and Transport

CILT (International Certificate in Logistics & Transport) Regional Maritime Academy 1990 – 2000

Diploma in Ports & Shipping Management

Certificate in International Safety Management Code Certificate in Shipping Agency

Apam Secondary School 1989 – 1991

Adisadel College 1984 – 1989

WORK EXPERIENCE

Stallion Express, Marlborough, MA February 2020 to July 2021 Supply Transporter

• Transported packages and other goods from dispatch areas to customers.

• Performed necessary paperwork responsibilities during delivery process such as obtaining valid signatures.

• Loaded goods, using navigation tools, delivering parcels to requested locations.

• Communicated with dispatchers and other team members to make efficient deliveries and meeting deadlines. US Pack, Shrewsbury, MA April 2018 – December 2019 Courier

• Carried goods and delivered parcels to the specific locations.

• Transported packages and other goods from dispatch areas to various companies.

• Performed necessary paperwork responsibilities during delivery process.

• Made deliveries in structured deadlines.

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Bose Corporation, Framingham, MA March 2016 to January 2018 Warehouse Operations Associate

• Performed customer service and associate duties.

• Prepared orders by processing requests and supply orders via pulling materials, packing boxes, etc.

• Responsible for completing shipment by processing and loading orders.

• Responsible for recording and reporting inventory status and organizing supplies.

• Promoted clean shipping supply area by complying with procedures, rules, and regulations. Nayab C&F Agency Ltd. January 2013 to January 2016 Director of Operations

• Performed managerial duties involving organization of supply operations.

• Responsible for purchasing supplies of essential good for client operations and total logistical planning and support. Cargill Ghana Limited March 2008 to February 2012

Plant Logistic Manager (USD 150M Cocoa Processing Plant)

• Performed managerial duties related to logistics management.

• Responsible for sourcing and purchasing supplies to support the cocoa processing plant.

• Implemented new strategies and processes for Cargill’s USD 150M cocoa processing plant in the Tema free zone enclave. Barry Callebaut Ghana Limited March 2001 to November 2005 Logistic Manager (USD 100M Cocoa Processing Plant)

• Performed managerial duties related to logistics management and selection negotiations.

• Responsible for sourcing and purchasing supplies to support all plants requirements.

• Monitored and evaluated supplier performance with regards to company policy on supplier appraisals.

• Received recognition as “Exporter of the Year” in 2005. Lewadis Free Zones Enterprise November 1999 to April 2001 Assistant Operations Manager

• Performed managerial duties related to logistics and operations management.

• Project work – The Impact of Freight Forwarding Services on the Socio-economic Development of Ghana; A Case of Non- traditional Export.

• Performed write-ups, implementation, and monitoring of self-logistic services.

• Received recognition as “Exporter of the Year” in 2000. Top Express Freight Handling March 2001 to November 2005 Import & Export Supervisor

• Responsible for overseeing shipping imports and exports. SKILLS

• Communication

• Decision Making

• Time Management

• Technical

• Swimming

• Organization

• Adaptability

• Problem-Solving

• Quick Learner

• Soccer