

## Justice Donkoh

CV dated on: April 23, 2021

30 years, Dubai

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### Work experience

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#### Production supervision

MoringaConnect Company Limited — Ghana

February 2015 — March 2020

Production Supervisor Job Duties:

1. Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
2. Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
3. Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
4. Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.

Maintains quality service by establishing and enforcing organization standards.

Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.

5. Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; answering questions and responding to requests.

6. Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements; implementing change.
7. Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
7. Maintains working relationship with the union by following the terms of the collective bargaining agreement.
8. Resolves personnel problems by analyzing data; investigating issues; identifying solutions; recommending action.
9. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
10. Contributes to team effort by accomplishing related results as needed.

- Production Supervisor Skills and Qualifications:

Supervision, Coaching, Managing Processes, Process Improvement, Tracking Budget Expenses, Production Planning, Controls and Instrumentation, Strategic Planning, Dealing with Complexity, Financial Planning and Strategy, Automotive Manufacturing

## Education

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### **Bachelor's — University of Cape Coast (Ghana), Ghana**

Agriculture science

August 2013 — August 2017