

CURRICULUM VITAE

PERSONAL DETAILS:

NAME: HEVI HOPE
Mobile: +971 54 735 8337
Email: globalhopehevi@gmail.com
Gender: Male
Marital status: Single
Passport No: G1429620
Date of Birth: 09/05/1992
Visa Status: Visit Visa



POSITION: GENERAL HELPER

CAREER OBJECTIVE:

To seek excellence in career development, as I contribute to organizational goals, as well as Seeking a challenging position and responsibility so as to develop and advance my professional career there by meeting different people hence achieving my personal goals and objectives.

PERSONAL PROFILE

Detail-oriented, disciplined and resourceful, professional candidate with exceptional skills, flexible personality and adaptability to new working environments.

EDUCATION

- ✓ Advanced Certificate of Education
- ✓ Ordinary Level Certificate of Education

WORK EXPERIENCE

Company: DRY CLEANING EPOS SYSTEMS, GHANA
Position: LAUNDRY ATTENDANT
Duration: 2 years

COMPANY: COCOA BOARD, GHANA
POSITION: GENERAL HELPER
DURATION: 1 YEAR

RESPONSIBILITIES

- ✓ Assisted with administrative functions as needed
- ✓ Carry supplies to work area.
- ✓ Sorting, washing, drying, pressing, and folding clothing and other textile items.
- ✓ Removing stains from items using the appropriate procedures.
- ✓ Performing minor sewing duties.
- ✓ Tracking which items belong to whom.
- ✓ Keeping an updated inventory of laundry detergents and sewing kits.
- ✓ Tracking maintenance and repairs on laundering equipment.
- ✓ Ensuring that the facility remains clean at all times.

Personal Skills

- ✓ Efficient and organized
- ✓ Good interpersonal and oral communication skills
- ✓ Completes all closing duties in an efficient manner
- ✓ Dedicated to help the work run smoothly
- ✓ Knowledgeable about safety standards
- ✓ Preparing for delivery
- ✓ Moving and organizing stock

CORE QUALIFICATIONS

- ✓ Stocked supplies and assisted with inventory procedures.
- ✓ Helped in servicing vehicles and equipment.
- ✓ Assisted with gardening services as and when required.
- ✓ Responsible for directing delivery trucks and assisting in loading & unloading of goods safely

LANGUAGE

- ✓ English

HOBBIES:

- ✓ Swimming
- ✓ Making Friends
- ✓ Constant working
- ✓ Sports
- ✓ Adventure

REFEREES:

Available upon request

DECLARATION

I, HEVI HOPE certify that the above are true and correct to the best of my qualifications, knowledge, experience, belief and ability. If given a chance to serve you, I assure you that I will execute my duties for the total satisfaction of superiors.