Claude

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**PROFESSIONAL PROFILE**

**•**A versatile and results-oriented person specialized in Sales, Marketing, Business Management and Administration.

•Possess interpersonal skills and the ability to communicate and negotiate effectively at all levels within a working environment.

•Ability to use my initiative, motivate, negotiate and encourage others, which I have demonstrated in my previous work experiences as a supervisor and in other assisting roles.

•Attentive to instructions and with a practical approach to problem solving in the organization required to ensure that deadlines, objectives and budget are accomplished.

**OBJECTIVES**

**•**I amcurrently looking for a new and challenging position, which will utilize my academic experience and professional skills, whilst building my personal and professional development.

 **EDUCATION**

**•**Nov. 2014 – Nov. 2015- South Chelsea College, ABE (Level 7) Postgraduate Diploma in Business Management (Awaiting Results)

•Sept.2012- Sept 2014- Coventry University(), M.A. Marketing Management, Key Modules done- Consumer behaviour, Marketing Communications, Research methods, Information Acquisition and Analysis, Digital Marketing and Principles of Marketing

• Aug.2005- June 2009- Kwame Nkrumah University of Science and Technology (Ghana), B.A. Geography and Rural Development, Key modules- Research methods, Remote Sensing and G.I.S, Rural development

 **WORK EXPERIENCE**

**Nov. 2015 – Present, Business Developer/ Foreign Agent, China**

**•** Developing and expanding the business for the company in Europe and American market.

• Student and graduate recruitment for internships, part time and full time jobs for organizations

•Promoting the company’s programs and services through social media, websites, blogs and online forums.

**Mar 2014- June 2015, Marketing Coordinator, Centre for Global Engagement (Coventry University)**

**•**Ensuring the implementation of promotional and marketing activities for projects, as well as the organization of training and life skills activities such as CV writing, interview activities, events and presentation skills.

•Organizing other programs such as taster sections and educational trips for the kids.

•Designing marketing campaigns and strategies for the sustainability of the youth project development

•Promoting the youth and skills development activities through social media platforms and campaigns.

**Mar 2014- Sept. 2014, Care Assistant, Consummate Care, Coventry,**

•Providing personal care to elderly and older people with mental illness and disabilities in their homes.

•Assisting with the upkeep of domestic and other social activities for cared individuals.

**Feb 2011-Oct.2012, Office Administrator, Ali and Sons Ltd,**

**•**Supervision over furniture and construction equipments within the company’s stores.

•Data entry and keeping records of company files and activities as well as supervising general official duties.

•The preparation of official documents and other relevant files and documents for meetings and programs.

•Preparing of invoices and waybills for furniture, construction and other company items.

• Receiving and welcoming clients into the office.

• Attending and resolving customers’ complaints and queries.

**Oct-Dec.2010, Polling Assistant for District and Unit Committee Elections, Electoral Commission-**

• Checking the names of the electorates in the voter’s register book.

•Checking and monitoring gender of electorates coming to cast their votes.

•Assisting the Presiding officer in the counting and declaration of results for the district assemblies and unit committee elections.

**Oct.2010-Feb.2011, Census field officer/Supervisor, Population and Housing Census, Ghana Statistical Service**

**•**Enumeration of houses and people in Atonsu S-line community (Ghana)

•Supervision of field officers and re-enumeration of areas that was not well enumerated or enumerated at all during the 2010 population and housing census.

• The collating of total statistical figures from my census team to the head office.

**Oct.2009-Oct.2010, Claims Officer (National Service Personnel), Manhyia National Health Insurance Scheme,**

•Issuing of internal and external transfer letters for patients to take to the hospital.

•Data entry of hospital claim forms and vetting of hospital claims.

•Checking, tallying and diagnosing of hospital claim forms.

• Issuance of pregnancy forms and notes for expectant mothers’ to visit the hospital.

•Resolving and addressing complaints and queries of hospital clients regarding submitted claims.

 **ACHIEVEMENTS**

**•**Iassisted in the supervision of enumerators in Ghana to attain a successful population census.

•I contributed immensely as polling assistant in the monitoring, checking, counting and declaration of votes for a successful district and unit committee elections in Ghana (2010)

• The introduction of modified ways of data entry and system management at Ali and Sons’ Ltd.

•Increase in enrolment of the youth into higher educational institutions within the Sandwell community (UK).

**FURTHER SKILLS**

**I.T Proficiency:** Word, Excel, Access and PowerPoint

**Languages:** English (fluent), French (Intermediate) and Spanish (Beginner)

**INTERESTS AND HOBBIES**

Playing basketball, reading, traveling, research work, cooking, listening to music, watching movies, volunteering, camping, picnics and environmental conservation.