**TURKSON**

**TURKSON.272330@2freemail.com**

**BIO-DATA**

Sex: Male

Nationality: Ghanaian

Marital Status: Married

Date of Birth: 19th October 1983

**CAREER OBJECTIVE**

* To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

**KEY COMPETENCIES**

* Energetic work attitude
* Strong organizational skills
* Customer service expert
* Internet research
* Hospitality expertise
* Large cash/Cheque deposit
* Adaptive team player

**WORK HISTORY**

**MUBARAK ANBAR TRADING & CONTRACTING – Doha-Qatar**

ADMINISTRATIVE/ACCOUNTSOFFICER January 2015 to Current

* Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
* Served as central point of contact for all outside vendors needing to gain access to the building.
* Planned meetings and prepared conference rooms. Made copies, sent faxes and handled all incoming and outgoing correspondence. Assist in solving administrative problems.
* Created weekly and monthly reports and presentations.
* Preparing of Staff Payroll
* Properly routed agreements, contracts and invoices through the signature process.
* Coordination between staff and management
* Ensuring that records are always updated

**DAR AL SALAM SHOPPING MALL- Doha-Qatar**

SAFETY OFFICER September 2013 to December 2014

* Communicated and enforced compliance with state and local laws while emphasizing company standards of professionalism and safety.
* Ensuring that workers are using the appropriate PPE
* Regular Inspection of Shops to ensure adherence to safety rules
* Writing of Report
* Formulating rules to ensure safety at work
* Regular check of work environment to ensure safety

**KINDEB PRINTING PRESS LTD – Tema-Ghana**

ACCOUNTS OFFICER September 2012 to March 2013

* Verified details of transactions, including funds received and total account balances.
* Deposited third party checks, as well as monthly reserve transfers.
* Preparing of Staff Payroll
* Preparation of Bank reconciliation statement
* Administrative duties
* Keeping of records and data entry

**ROYAL NICK HOTEL, TEMA**

NIGHT AUDITOR June 2012 to August 2013

* Greeted and registered guests and issued room keys.
* Balanced all rebates and other miscellaneous charges.
* Monitored room availability using Ezzy Software
* Processed credit card transactions during the checkout process.
* Reconciling of Accounts
* Performed bookkeeping activities, such as balancing accounts and conducting nightly audits.
* front desk duties

**ALISA HOTELS, ACCRA**

NIGHT AUDITORFebruary 2010 to May 2012

* Greeted and registered guests and issued room keys.
* Balanced all rebates and other miscellaneous charges.
* Monitored room availability using Ezzy Software
* Processed credit card transactions during the checkout process.
* Reconciling of Accounts
* Performed bookkeeping activities, such as balancing accounts and conducting nightly audits.
* Front desk duties.

**UNIVERSITY OF GHANA, LEGON**

INTERNAL AUDITOR November 2007 to August 2008)

* Payroll Audit
* Vetting of claims and accountable imprest.
* Audit verification
* Report Writing

**KINDEB VENTURES, TEMA**

**ADMINISTRATIVE OFFICER May 2004 to August 2004**

* Maintained detailed administrative and procedural processes to improve accuracy and efficiency.
* Directed staff on the efficient use of office equipment
* Records keeping

**EDUCATION**

**UNIVERSITY OF CAPE COAST, CAPE COAST - August 2003 to June 2007**

Bachelor of Education in Social Sciences

**TEMA SECONDARY SCHOOL, TEMA -1999-2001**

Senior Secondary School Certificate Examinations

**HONOURS**

* NEBOSH IGC 2015
* IOSH 2015 - Managing Safely
* OSHA Certificate (Introduction to Safety Management)
* STWC Certification (2011)
* Professional service skills award, Alisa Hotels (2012)
* B.Ed. Social Sciences(Second Class Honors) upper division, UCC(2007)

**SEMINARS/COURSES ATTENDED**

* A 2-day training in “Oil and Gas Management” at Sima Investment-Ghana, Weija, August 12-13, 2011
* A 2-day training in “Enhancing Good Customer Relations” at Alisa Hotels-Ghana,North Ridge, February 18-19, 2010

**REFREES:** Available upon request