VICTOR

VICTOR.288620@2freemail.com

**ABILITIES:** Excellent oral communication skills, ability to work effectively in a team, self-motivated, technical and target oriented, integrity, honesty and ability to meet tight reporting schedule.

**QUALIFICATION:** B.SC. Bus. Adm. and HND in Purchasing and Supply (Procurement) (Attested)



**CAREER OBJECTIVE**

Self-directed, resourceful and passionate administrative professional looking for a position as Administrative officer with strong Clerical and Communication skills to provide effective support to the organization/company

**WORK EXPERIENCE**

**FIDELITY BANK GHANA LIMITED SUAME BRANCH KUMASI GHANA**

**Position: MARKETING/SALES/ CUSTOMER SERVICE OFFICER**

**Typical Duties:**

* Assisting in developing marketing strategies for the bank’s product
* Prepare and submit daily and weekly report to the area sale manager
* Supervise and train subordinate staff.
* Handling of some back office transactions
* Market the banks product within a competitive environment.
* Play a relationship management role between the bank and the customers.
* Follow up on all potential and already existing customers.
* Ensure that I coordinate my team effectively and efficiently to meet teams targets
* Daily visitation to top clients of the bank
* Performs other duties as assigned, etc.

**KUMASI NURSING AND MIDWIFERY TRAINING COLLEGE, GHANA**

**Position: ASSISTANT PROCUREMENT AND SUPPLY OFFICER**

**Duties:**

* Preparation of tender documents for prospective bidders
* Preparation of payment vouchers.
* Sourcing of goods and services from prospective suppliers
* Assist in the purchasing of goods and services needed by the institutions
* Preparation of stores receive advice.
* Ensure that the operation expenses of the stores are reduced to the barest minimum
* Opening of tender documents for prospective bidders
* Ensure that all goods and services procured are in utmost value for money spent
* Supply of requisition items to various departments within the nursing college.
* Receipt of goods and services from suppliers
* Preparation of weekly report to the management of the institution.
* Supervision of all works and services performed by contractors in the name of the institutions
* Performs other duties as assigned by my superior, etc.

**NATIONAL SERVICE (SECRETARY) 2011-2012**

**Position**: **SECRETARY – AHIENKRO AREA COUNCIL AFIGYA KWABRE DISTRICT ASSEMBLY ASHANTI REGION GHANA**

**Duties:**

* Efficient management and preparation of correspondence and communications.
* Complex scheduling and organizing of meetings, appointments and travel arrangements.
* Proven success in the development and implementation of improved administrative processes.
* A reputation as a self-directed worker who uses her initiative to get the job done in a fast-paced work environment with demanding deadlines.
* Writing of minutes at every meeting organized by the area council
* Recording of all council payment receipts
* Submission of daily report to the area council manager
* Performs other duties as assigned by my superior, etc.

**INTERNSHIP**

**KUMASI NURSING AND MIDWIFERY TRAINING COLLEGE ASHANTI REGION GHANA-**

**Position: ASSISTANT PROCUREMENT AND WAREHOUSE OFFICER**

**Duties:**

* Preparation of weekly report to the management of the institution.
* Supervision of all works and services performed by contractors in the name of the institutions
* Preparation of tender invitation letters
* Monitor all inbound and outbound inventory movement
* Proper documentation of inventory movements.
* Opening of tender documents for prospective bidders
* Ensure that all goods and services procured are in utmost value for money spent
* Supervision of all works and services performed by contractors in the name of the institutions

Supply of requisition items to various departments within the nursing training college

**INTERNSHIP**

**HILLCREST HOTEL AND APARTMENTS TAKORADI WESTERN REGION GHANA**

**Position: ASSISTANT SUPPLY OFFICER AND STORES SUPERINTENDENT**

**DUTIES:**

* Issuing of goods and services to various departments within the hotel
* Purchasing of goods and other service needed by the hotel
* Coordinate the issuing and requisition of goods and services according to the needs of the various department within the hotel
* Preparation of weekly activity report to the management of the hotel

**Areas of Interest:**

Research in various branches of my discipline.

Applying the self-strategies for achieving the goals of the organization

**EDUCATION:**  Results: All Attested

**University of Cape Coast Ghana:** B.SC. Bus. Adm. (Second Class Honours 2014)

**Takoradi Polytechnic Ghana:**  Higher national Diploma Purchasing and Supply (Procurement) (Second Class Honours 2008-2011)

 **Command Day Secondary School Enugu State Nigeria:** (First School Leaving Certificate) (FSLC) (2004).

**Shuaibi Naibi Primary School:** First School Leaving Certificate (1995)

 Suleja Niger State, Nigeria

**COMPUTER SKILLS:**

Proficiency Certificate in Microsoft Word, Oracle Flex Cube, Excel and Power Point.