**ALEX– INT. DIPLOMA AND CERTIFICATE.**

**ALEX.316827@2freemail.com**

**CAREER OBJECTIVE:** Highly motivated, hardworking and result oriented graduate with International Diploma in Communication In Business & Management from Cambridge International College (UK) and a Certificate in Broadcast Journalism from Signal Broadcasting Network – Ghana seeking a career in business management related organizations that will allow me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. I am also eager to learn new skills in business and technological advancement.

**PERSONAL PROFILE:** I am self-confident, determined and do not back off when a problem or situation gets tough. I accept added challenges and am always prepared to go extra miles to get the job done. I am a team player and so I work well with others and have the ability to **communicate effectively.**

**PROFESSIONAL PROFILE:** I have a sense of integrity and so take responsibility of my actions, both good and bad. I always make decisions in the best interest of the company never on whim or personal reference. I take pride in job well done and so always take the extra step to make sure the job is done to the best of my ability, paying attention the details.

**KEY SKILLS:** Communication: Excellent people skills from work with Express Savings & Loans Company Limited as Sales Executive, Wisdom Stars Academy as a teacher through interaction with administration and students and good managerial skills as assistant headmaster.

**I T SKILLS:** Excellent knowledge in Microsoft Office and Data.

**TEAM WORK AND ORGANIZATIONAL ABILITY:** Was involved turning the fortunes of Express Savings & Loans Company Limited around and making it a reality, was in administrative work as acting headmaster at Green Wood Basic School. Was assistant headmaster, English Language and Social Studies teacher at Wisdom Stars Academy. Was involved in several inter- school quiz competition where success is dependent on hard work, motivation and management of widely differing individuals.

**EDUCATION:**

**INSTITUTION YEAR QUALIFICATION**

Signal Broadcasting Network 2013 – 2014 (CERTIFICATE) Broadcast Journalism

Cambridge International College. 2009 – 2012 (INT. DIPLOMA) Comm. Bus. & Mgt

 Exacam secondary School 2006 – 2009 WASSCE Certificate

 Ve- L. A Junior Secondary School 1998 – 2001 B.E.C.E Certificate

**WORK EXPERIENCE:**

 1. May 2016 to September, Sales Executive, Express Savings & Loans Company Ltd.

**Roles:**

 \* Identify business opportunities by identifying prospective clients.

 \* Sale of Branch’s products by establishing contact with prospective clients.

 \* Develop and maintain good relationship with clients.

 \* Demonstrate high level negotiations skills to win and maintain clients.

 \* Record sales and other information and report the same to Branch manager.

1. February 2016 to May, Communications Officer, Greater Glory Professional Training.

 **ROLES:**

 \*Creating publications.

 \*Organizing training events

1. November 2015 to February 2016, Sales personnel, Smart Bargain Ventures.

**ROLES:**

 \* Preparing reports by collecting analysis and summarizing information.

 \* selling prospects and maintaining relationship with clients

 \* Sales planning

4. September 2014 to November 2015, National Service Person, Ghana Revenue Authority (TEMA – STO, Enforcement & Debt Management and Central Filing Office).

**ROLES:**

\* Filing of VAT returns.

\* Capturing of newly registered tax files on monthly basis.

 \* Updating of master list on monthly basis.

 \* Issuance of tax payers files to other compliance officers.

 \* Determination of tax position and also calculation of tax payer’s assessment and P.A.Y.E.

\* Re registration of files.

\* Folder census.

5. September 2013 – August 2014, Assistant Headmaster, Wisdom Stars Academy. Ashaiman.

6. April 2011 – August 2013, Teacher, English Language, Social Studies & Basic Design & Technology (J.H.S Department) Wisdom Stars Academy. Ashaiman.

7. December 2010 - Acting Headmaster, Green Wood basic school. Ashaiman.

\* Gain a relevant experience in management, administration and communicating with parents and students, identified their problems and helped them accordingly.

Also attended several meetings, training/ workshops on school management and administration. This helped me to improve my communication and administrative skills rapidly.

\* Answering parent’s and student’s enquiries and imputing student’s information into database record keeping. Took student’s attendance, input details and updated database on regular basis

**INTEREST AND OTHER SKILLS:**

1. Have gained considerable skills in communication both verbal and written and multitasking acquired from interacting with Ghana Education Service Officials, Administration and students. Have also gained considerable skills in news story writing /reporting, news anchoring and talk show hosting during my internship with Signal Radio.

2. Capable of executing responsibility without supervision.

3. An eye for detail.

4. Have good inter- personal skills.

5. Very active and smart looking.

6. Able to handle difficult people and tense situations with tact and diplomacy.

7. Strong knowledge of the media.