**CURRICULUM VITAE**

**PHILIP**

[**PHILIP.335255@2freemail.com**](mailto:PHILIP.335255@2freemail.com)

**PERSONAL PROFILE**

I am very humble, respectful, a team player, hard working and always ready to learn new ways of accomplishing goals. I have worked as a marketing executive in Poly Fashion Concept Ltd, Beautiful Creations Ltd and currently working as a customer service executive at Tonaton Ltd and wish to widen my horizon in the area of client service.

**WORKING EXPERIENCES**

**Tonaton Limited (Accra- East Legon) 2015**

**Position: Customer Support Executive**

**Duties:**

1. Responding email queries from customers
2. Receiving and directing of incoming calls
3. Ensuring a high quality standard of adverts and calls that come to the organization.
4. .Reviewing emails sent from interested buyers to sellers
5. Keeping proper records of emails and calls for future references.

**Kumasi Polytechnic (Kumasi- Amakom) 2013-2014**

**Position: Teaching Assistant∕ Administrative Assistant (National Service)**

**Duties:**

1. Assisting of lecturers in recording marked scripts
2. Preparing lecture notes
3. Lecturing in the absence of a lecturer
4. Performing of administrative duties (receiving of office phone calls, receiving and recording of incoming and outgoing letters, filing of letters etc.)
5. Helping students with their project work and other academic difficulties

**Poly Fashion Concept Ltd (Kumasi- Abuakwa)**  **2012-2014**

**Position: Marketing Executive**

**Duties:**

1. Responsible for both Above The Line (ATL) and Below The Line (BTL) Communications
2. Responsible for both company and individual presentations
3. Assisting in Product development
4. Promoting the company’s brand through social media
5. Prospecting of new customers for the company
6. Taking orders from customers to the company
7. Selling of company’s products to the public
8. Reporting back to the company about customers concerns
9. Preparing monthly sales reports

**Beautiful Creations Company Ltd** **(Accra Central**) **2011-2012**

**Position: Marketing Executive**

**Duties:**

1. Responsible for Below The Line Communication (BTL)
2. Responsible for individual presentations
3. Assisting customers with their purchases when they visit the company
4. Taking of stock
5. Reporting to the Marketing Manager on sales made.
6. Preparing monthly marketing report

**Jelly Plastic Company LTD** **(Accra- Tema)**  **2007-2010**

**Position: Machine Operator**

**Duties:**

1. Operating of production machine
2. Recording of produced rubbers
3. Maintaining production machine in good condition

**EDUCATIONAL BACKGROUND**

Kumasi Polytechnic 2010- 2013

Tema Methodist Day Senior High School 2004- 2007

Star Basic Junior High School 2001- 2004

**ACADEMIC QUALIFICATIONS**

**HND MARKETING** 2013

**WASSCE** (Business Secretaryship) 2007

**BECE**  2004

**LEADERSHIP POSITIONS HELD**

**President** (PROMAGS, KPOLY Chapter) 2012-2013

**Publicity Officer** (School of Business, KPOLY) 2012-2013

**Chairman** (Publicity Committee, School of Business, K’POLY) 2012-2013

**Sports captain** (Star Junior Secondary School) 2003-2004

**COMPUTER PROFICIENCIES**

Computer literacy (MicrosoftWord, Microsoft Excel, Microsoft Power-point)

Typewriting

**INTERESTS**

Football

Pool

Athletics

Music