**FREDERICK**

NATIONALITY : GHANAIAN

SEX : MALE

MARITAL STATUS : MARRIED

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**PROFILE**

Hard working professional, well qualified for positions that require excellent analytical skills, creativity and practical problem solving abilities. My interest lies in a career path with profound analytical duties and responsibilities within the Purchasing and supply chain, typically in how to handle customers and retained them. Highly articulate, confident and a persuasive team-player with a strong work ethic. Accustomed to handling sensitive, confidential records and experienced in working in fast-paced target driven environments

**WORK EXPERIENCE**

**Branch Manager Kelsal Company Limited December 2014 - Till Date**

* Core Responsibility is to manager the entire company

**Main Duties**

* Leading the company on negotiations
* Assigning duties to staff based on their capabilities
* Assessing the staff
* Report writing
* Preparing of memo

**Assistant Procurement Officer (National Service Scheme HQ) August, 2012 – November, 2014**

**Main Duties**

* Assist in Preparation of Annual Procurement Plan
* Assist in Preparation of Tender Document
* Organizing Tender Opening
* Assist in Preparation of contract award letters to contractors and supplies
* Capturing data on 20% payment from private companies
* Collecting of Proforma invoice from supplies

**Assistant Procurement Officer (National Service Personnel, NSS H) October, 2011 – August 2012**

* Coordinate all procurement activities
* Assist in Preparation of Annual Procurement Plan
* Assist in Preparation of Tender Document
* Collecting of Proforma invoice from supplies

**Asst. Stores Keeper Internship (Nkoranman Senior Secondary School)** **2008, 2009 & 2010**

**Main Duties**

* Inspection of Materials Receipt from Suppliers
* Receiving of Items from Suppliers into the Stores
* Classification of the Materials
* Stocktaking
* Issuing of goods to User Department
* Preparation of Purchased Requisition

**Library Attendant (Koforidua Polytechnic) October, 2010 - August, 2011**

**Main Duties**

* Assist in Catalogue
* Classification of Books
* Shelving of Books
* Assist in inspection of Materials Receive into the Library

**EDUCATIONAL BACKGROUND**

**YEAR QUALIFICATION**

2008 – 2011 **Higher National Diploma**

Purchasing and Supply

Koforidua Polytechnic

2005 – 2007 **Senior Secondary School Certificate**

Nkoranman Secondary School

**PERSONAL CAPABILITIES**

* Work with minimum supervision
* Good interpersonal relationship
* Excellent customer care
* Team player

INTEREST AND ACTIVITIES

###### Listening to music, making friends and watching football.