**CURRICULUM VITAE**

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**GODFRED**

DATE OF BIRTH: 6th September, 1984

NATIONALITY: Ghanaian

MARITAL STATUS: Married

HOBBIES: Singing, Watching movie, Football

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| **EDUCATIONAL BACKGROUND** | * IPMC 2007 - 2008   Qualification: Diploma in Hardware and Networking Engineering   * Siltop Plaza Computer Training 2003 – 2004   Qualification: Honours Diploma in Software and Hardware   * Sammo Senior Secondary School 2001 - 2003   Qualification: Senior High School Certificate   * Happy Home Academy 1998 - 2000   Qualification: Junior High School Certificate   * Majosda Preparatory School 1991 - 1997 * Almat Montessori 1987 - 1990 |

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| **WORKING EXPERIENCE** | * **ORGANIZATION**: ACS BPS GH LTD   POSITION HELD: Transactional Processor (Quality Control)  Year: 2004 to 2012  Award: Employee of the Quarter 2010   * **ORGANIZATION**: FedEx Ghana Limited   POSITION HELD: Operations Officer (Data Entry Dept.)  Year: 2012 to 2017 |

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| **CAREER OBJECTIVES** | * Hard working, works extra hours, completes projects before time, takes on more than others, does more than required, maintains a high quality of work, imposes own standards of excellence, works with little supervision, follows up on own. Written communication skill evident in reports, correspondence. * Evident in time management, prioritizing, using resources effectively, meeting deadlines, multi-tasking, dealing with competing demands, achieving objectives and goals, setting targets, maintaining schedules and calendars, optimal use of available resources, coordination of resources to complete projects * Able to change activities and priorities to meet new demands, willing to learn new skills and knowledge, make a positive effort to accept changes, able to work and communicate effectively with diverse people, willing to work in different environments, willing to attempt new tasks. * Work effectively in a team, contribute to team objectives, communicate effectively with team members, respect, listen to and encourage team members, pitch in, put success of team ahead of individual success. * Consistent work performance, complete projects accurately and within deadlines, arriving on time, fulfilling obligations, following through on commitments, checks own work, corrects own work, complies with workplace policies and procedures, takes responsibility for own actions. |