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| **PROFILE**  **An enthusiastic and beginner in Statistical Quality Control and Proficient in Administration and also a versatile , who enjoys being part of , as well as leading a successful and productive team. Quick to grasp new ideas and concepts and to develop innovative and creative solution to problems.** |

**CAREER OBJECTIVES**

**A young analytical, strategic and broad mind person who is passionate about global development. I look forward to a challenge career experience in an organization that is equally passionate about global development and explores the creative abilities of its human capital and critical solutions of the environment.**

EDUCATION BACKGROUND

GIELTC : GLOBAL INSTITUTE OF ENGLISH TRAINING CERTIFICATE ( U.S.A )

* **Major : English Language**

GRANT TOWN UNIVERSITY ( U.S.A) - NOVEMBER - 2013

* **Bachelor of Science**
* **Major : Systems Engineering**

NATIONAL SECURITY INSTITUTE ( U.A.E ) - JUNE - 2013

* **Major : Security and Safety**

PRIVATE SECURITY BUSINESS DEPARTMENT ( U.A.E ) - JULY - 2013

* **Major : Security Strategy**

ICL COMPUTERTRANING INSTITUTE ( GHANA ) - OCTOBER - 2012

* **Diploma in Computer**
* **Major : Computer Software**

WORK EXPERIENCES

Security Officer : PROFESSIONAL SECURITY SYSTEMS ( U.A.E) - PRESENT

* **Worked with different organization across 6 Emirate**
* **Preparing daily incidents report**
* **Access control and Administration Assisted**
* **Member of Alumni : Grant Town University - 2014**
* **Member of Student Council : Grant Town University - 2013**
* **Award of Excellence : Grant Town University - 2013**
* **Award of springboard Africa : Legacy & Legacy Ghana conference on Investment, Planning, Entrepreneurships and Corporate excellence ( Ghana ) - 2011 and 2012**
* **Youth leader : Youth Wing Advocate on child labor , community services and youth advised session (Ghana ) - 2005 - 2009**

SKILLS

* **Proficient in Ms word , Access , Excel , PowerPoint , Corel Draw**
* **Database Management System**
* **Web Designing - Intermediate**
* **Strong analytical skill , Self motivated , Result oriented and Good interpersonal skills**
* **Excellent communication , Planning , Team player and leadership**

**REFERRENCES : Available upon request both local and international.**