

CURRICULUM VITAE

ACHEAMPONG DERRICK

DATE OF BIRTH: 20TH AUGUST, 1987

SEX : MALE

POSTAL ADDRESS: KS 1146 ADUM-KUMASI

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PROFESSIONAL PROFILE: I am a self-motivated bilingual professional with high learning ability and skills; possess excellent time management and adaptability skills and like to work with responsibility, dedication and perseverance. I have a facility to establish good interpersonal relationships and foremost, I am loyal to my principles, ethics and always giving the best out of me with the aim of helping the organization achieve its objectives while growing as a professional.

EDUCATION

2018-2021	Christian Service University College, Santasi-Odencho Kwadaso Bachelor of Arts in Communication Studies.
2012-2016	University of Cape Coast Bachelor of Commerce (Business Administration)
2002-2005	Presbyterian Senior High School, Bompata-Asante Akyem South General Arts- Senior Secondary School Certificate Examination (SSCE)
1999-2001	Great Faith International School, Kumasi Bruce Modern Junior High School, Sekyedumase Basic Education Certificate Examination (BECE)

WORKING EXPERIENCE

2024-DATE?

ADMINISTRATIVE MANAGER, JG BUSINESS SOLUTIONS- KUMASI

DUTIES AND RESPONSIBILITIES

- *Managing the day to day activities of the company.
- *Ensure company policies and plans are well implemented and executed to the letter.
- *Ensure execution of duties assigned to subordinates and other staffs.

2023-2024

LIFE PLANNER, ENTERPRISE INSURANCE- KUMASI

- *Prospecting for clients to sign up onto insurance policies.
- *Educating potential clients on best practices on insurance policies.
- *Assisting clients on how to redeem their claims using the company's app.

2021-2023

SALES EXECUTIVE, DALEX FINANCE AND LEASING COMPANY LIMITED-KUMASI

- *Prospecting for clients to access for loan facility.
- *Checking for quality and authenticity of loan requirement.
- *Filling of loan document/forms.

2016-2019

SUSU/MOBILE BANKING MONITOR, AMANSIE WEST RURAL BANK PLC-OWASS BRANCH

- *Inputting client's data into the system.
- *Monitoring the activities of Susu collectors/mobile bankers on the field.
- *Random checking of customers passbooks for false information and fraud.
- *Reporting to the branch manager and the branch accountant on the activities of mobile bankers.

2012-2014

BRANCH MANAGER, AFS/AFB GHANA LIMITED (LETSHEGO GHANA LIMITED) GOASO

- *Managing the day to day activities of the branch
- *Reporting to the sector manager on the activities of the branch on daily basis.

*Receiving of float (cash) from GCB Bank Limited and make sure branch cashier disburses same to clients who have applied for a loan facility.

*Month on month reconciliation with sector manager and headquarters staff.

2009-2012

RISK AND QUALITY OFFICER (R.Q.O), AFB GHANA LIMITED (LETSHEGO GHANA LIMITED) GOASO

*Filling of loan documents/forms.

*Inputting client's data into the system.

*checking of risks associated with required loan documents.

*Assisting clients on how to use the loan facility to maximize profit.

PERSONAL SKILLS.

*A hardworking and results-oriented person.

*Ability to work under pressure while paying attention to details.

*Excellent communication and presentation skills.

*Good command over the English Language

*Good Leadership skills

*Competent, open to criticism and always ready to learn.

CERTIFICATES AWARDED

*2004/2005 Academic year: Certificate awarded for Best Prefect, Presbyterian Senior High School, Bompata Asante Akyem South.

*2013 Temple Gate Consulting Limited on Fraud Awareness program.

*Best Church worker of the year 2018 awarded by the Church of Pentecost, Kwadaso area.

JOB-RELATED SKILLS

*High proficiency in Information Technology (*IT*) system.

*A team player with good self-initiative.

*Has a good command skill in Information Technology (*IT*).

REFEREES

1. Mr. Elinam Dzakpasu

Central Sector Manager

Dalex Finance and Leasing Company Limited

0208264432.

2. Mr. Augustine Opoku

Former Branch Manager

Amansie West Rural Bank PLC, Owass-Kumasi

0248157275.

3. Mr. Cornelius Alakpa

Former Accountant, AFB (NOW LETSHEGO GH LIMITED, ACCRA

0243905591.

4. Mr. Julius Glory Tibabia

CEO, J G Business Solutions, Kumasi

0247262224.

5. Mr. Ebenezer Ofosu Aboagye

Former Headmaster/Tutor

Presbyterian Senior High School, Bompata

0243659581.

6. Apostle Emmanuel Donkor

Resident Pastor (Bread of Heaven Int'l Ministries), Atasomanso-Kumasi)

0243043605.

7. Hon. Evangelist Richard Kwamina Prah

Former PC, Nhyiaeso constituency,

Former Campaign team member, NDC visibility committee

Ashanti regional communication team member, N DC

0244806810.