

CURRICULUM VITAE

Personal Details

Agyeikum Samuel

Place of Birth: Kumasi

Postal Address: Box 8072, Kumasi

Residence: Plot 75 Block B, Gyinyase

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+233268289782

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Nationality: Ghanaian

Personal Profile

A highly confident, motivated and committed professional with strong work ethic and a results-driven mindset. A reflective team player with excellent interpersonal, communication and leadership skills. Independent-minded, task-oriented and adaptable, with ability to learn quickly in new environments.

Career Objective

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding at a highly reputed organization, so as to take responsibility and contribute significantly while learning from other colleagues to be effective and efficient, wherever I may find myself.

Skills and Knowledge

- ✓ Good written and verbal communication skills
- ✓ Quick learner and adaptable in new environment
- ✓ High level of integrity and strong work ethics
- ✓ Strong leadership and teamwork abilities
- ✓ Independent-minded and result oriented
- ✓ Proficient Microsoft office suite

Education and Qualifications

2013 – 2016	Institution:	Kumasi Technical University
	Qualification:	HND Accounting with computing
2007 – 2011	Institution:	Konongo Odumasi Senior High School
	Qualification:	WASCE Certificate; Business
Primary – JHS	Institution:	Jesus Only International School
	Qualification:	BECE Certificate

Working Experience

09/2022-To Date	Institution:	I & A Enterprise
	Role:	shop keeper
		✓ Managing daily operations and ensuring excellent customer service ✓ Maintaining inventory and handling cash transactions ✓ Organizing stock and overseeing product display
11/2018 -To Date	Institution:	Lands Commission (Land Valuation Division-Rating section)
	Role :	Field Officer (NABCO)
		✓ Conducting field survey and collecting data for property valuation ✓ Collaborating with team members for accurate data entry ✓ Ensuring compliance with property rating standards
09/2016 – 07/2017	Institution:	Methodist Faith Healing Hospital (Ankaase Hospital)
	Role:	Account and Audit Unit (National Service)
		✓ Assisting with financial record-keeping and audit ✓ Supporting internal control processes and compliance checks ✓ Document verification

12/2016

Role: Presiding Officer (P.O) in the 2016 General Election

07/2016 – 08/2016

Role: Exhibition Officer (E.O) in the 2016 Exhibition Exercise

09/2015

Role: Polling Assistant in the 2015 District Assembly Elections

08/2015 – 09/2015 Institution: Opportunity International Saving and Loans Limited (Internship)

06/2014 – 08/2014 Institution: Naja David's Veneer and Plywood Company LTD. (Internship)

05/2012 – 08/2013 Institution: Lasino Mattress Company Limited
Role: Salesman and Supplier

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Extra-Curricular Activity

2015 – 2016 Institution: Kumasi Technical University
Position: Planning and Welfare Committee Member
 (Association of Computerized Accounting Students)

Organized educational trips for students

Coordinated educational seminars (ACCA)

Planned and hosted socialization events and parties

ACHIEVEMENTS

- ✓ . Successfully collaborated with a team in organizing academic and social events for students
- ✓ Contributed to the execution of national elections with efficiency and integrity
- ✓ Developed strong leadership and organizational skills through committee work

Interest / Hobbies

- ✓ Reading
- ✓ Playing football and table tennis
- ✓ Listening to music and watching movies

References

Mr. Emmanuel Aboagye
Naja David's Veneer and Plywood
Company Limited
Contact: 0244251768 / 0204225519

Irene Hagar Oteng
National security ghana
Contact: 0243915047 / 0202680894
Email: ioteng@gmail.com

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