

CURRICULUM VITAE

Daniel Appiah

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Personal Information

I am a proactive, self-motivated, result-oriented, effective at multi-tasking, trustworthy, and a team player with the ability to make well-thought decisions.

Career Objectives

A young man of 28 years with an ambition to ensure that I use my skills and knowledge for the benefit of the society and to make it a better place for all: by motivating, advising and advocating for the less privilege.

Education and Qualifications

Year	Institution	Qualification
2016-2020	University of Cape Coast	BA Social Sciences (Economics and Sociology)
2012- 2015	Osei Kyeretwie Senior High School (OKESS)	WASSCE- General Arts
2012	ST. Anthony's R/C Primary/JHS	BECE

Summary of Work Experience

January 2022 to Present

Sinapi Aba Savings and Loans, Takoradi Branch

Key Duty

Credit Relationship Officer

- Assist Clients in accomplishing wealth management objectives
- Support marketing activities
- Attend Client meetings and effectively respond to client needs
- Review loan requests

- Assess clients' financial status
- Analyze risks and recommend or reject loan requests
- Set up payment plans

September 2020 to August 31, 2021

National Service Personnel- University of Mines and Technology, Tarkwa

Key Duty

Served as an administrator in the Office of International Programmes (OIP)

- Assisted in the preparation of Memorandum of Understanding(s)
- Assisted the Dean in coordinating linkages with other institutions and affiliating colleges
- Answering calls, text messages, and handles correspondence
- Maintains diaries and arranges appointments
- Types, prepares and collates reports
- Files necessary documents
- Managed the database of the office
- Acted as a receptionist

June 2019 to August 2019

(Intern) International Community Montessori School (ICMS), Anaji-Takoradi.

Key Duty

Served as an Administrator at the ICMS primary school

- Maintaining the reception area in an orderly manner to provide visitors with positive first impression of the school
- Maintaining office inventory by restocking supplies and placing purchase orders to maintain adequate stock level.
- Ensured staff members and students comply with the guidelines, principles, laws and rules of the school.
- Assisted coworkers and staff members with special tasks on a daily basis
- Maintaining of students' files

June 2018 to August 2018

Macelle Company Ltd. (Joylife Mineral Water), Opeikuma-Kasoa

Key Duty

Assistant Floor Supervisor

- Continuously monitored the production activities and enforcing safety protocols
- Inspecting the machinery and ensures that it is working properly
- Managing all communication with customers and ensured the optimal quality of products and provided excellent customer care service.
- Monitoring all sales on daily basis and managed all communication with sales staff
- Addressing conflicts of interest and provide solutions

Leadership Experience

- *Jan 2024-Date* ***Team Leader***
Sinapi Aba Savings and Loans
Takoradi Branch.
- *2023-Date* ***Branch Recovery Manager***
Sinapi Aba Savings and Loan,
Takoradi Branch.
- *14th Dec 2020- 2021* ***President,***
National Service Personnel Association (NASPA)
Tarkwa Nsuaem Municipal
- *2018-2019* ***Main Organizer,***
Association of Economics Students (AES)
University of Cape Coast
- *2018-2019* ***Organizing Secretary***
Faculty of Social Sciences Students Association (FASOSSA)
University of Cape Coast

Other Achievement

- Driving: Class/ Type B Ghana Driver Licence

References:

- **Mr Daniel Owusu-Dankwah**
Branch Manager, Takoradi
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- **Associate Professor Mrs Patricia Beatrice Mireku-Gyimah**
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