



Freda Osei-Bonsu

Port Officer

👤 Female | 📅 22nd April, 1993 | 📍 Ghana, Tema

Striving to be among the best and achieving excellence in all my endeavors. I am vibrant, dynamic, trustworthy, committed, passionate and goal-oriented person.

Contact

✉️ nayak007@ymail.com



www.linkedin.com/in/freda-osei-bonsu-7b1b21154

Skills

SAP

Microsoft office suite

Excellent customer service

Communication Skills

Data Entry

Office Management

Warehouse Management

Research Methods

Field survey

Teamwork

Languages

English

Fluent - 04



Akan

Native - 05



French

Beginner - 01



Professional Experience

Port Officer

Fludor Ghana Limited

May 2021 - Present

- Port handling [coding, sealing and stock management]
- Shipment documentation and transport management
- Export and import management
- Follow up with carrier and forwarding agents
- Clearing documents maintenance and filing
- Post clearance checks with carrier/forwarding agents
- Risk and time management of cargo shipment and delivery to port
- Cash management [reporting on weekly basis] and reconciling all expenses

Mobile Registration Workstation Officer

NIA

Nov 2019 - Sep 2020

- Captured and entered biometric and bio-data of individuals

Road Safety Advocate

National Road Safety Authority

May 2019 - Jan 2021

- Undertook regional road safety Education, Information, Publicity
- Carried out special projects for the improvement of road safety
- Conducted field surveys/research on road safety
- Developed and maintained a comprehensive report/database on road safety for the information of the public

● Administrative Clerk

Airforce Headquarters

Sep 2017 - Jul 2018

- Assigned to keeping records of confidential documents and messages
- Filed, Organized and Retrieved files, records, documents/messages
- Assisted in arranging and organizing internal/external corporate events or durbars
- Sorted and Dispatched confidential messages and letters to various units and directors
- Answered phones and routed calls to appropriate persons when necessary
- Performed other clerical duties

Educational History

● Bsc Geography & Regional Planning

University of Cape Coast

Sep 2013 - May 2017

● General Arts

Kumasi Girls High School

Sep 2008 - May 2012

Certifications

● Bachelors Degree

University of Cape
Coast

May 2017

INTERESTS & HOBBIES

Reading, Interior decor, Traveling and Exploring, Cooking/ Baking