

CURRICULUM VITAE

PERSONAL DATA

KLU PHILIP

AFIENYA-MATAHEKO

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CAREER GOAL

To become a hardworking and purpose-driven personality, with the passion to use acquired knowledge and skills in every way possible and execute duties without hesitation.

EDUCATION

- | | |
|------------------|--|
| 2022-2024 | Kwame Nkrumah University Of Science And Technology (Top Up)
BSC. Business Administration (Logistics And Supply Chain Management) |
| 2018-2021 | Koforidua Technical University
HND Purchasing and Supply (Procurement) |
| 2015-2018 | ST. Augustine's College
West Africa Senior Secondary Certificate Exam (WASSCE) Certificate |

EMPLOYMENT HISTORY

- | | |
|--|---|
| <i>Jan 2024 - Date</i> | Full Employment (Advans Savings and Loan Ghana) |
| <i>Duties as a Client Relationship Officer</i> | <ul style="list-style-type: none">❖ Converting leads into clients❖ Appraising clients business❖ Monitoring loan accounts and repayments❖ Serve as a point of customer support❖ Risk identifying |
| <i>Jan 2023-May 2023</i> | Part Time (Daphys Enterprise) |
| <i>Duties as a Sales Personnel</i> | <ul style="list-style-type: none">❖ Delivering good customer service❖ Stock taking❖ Check supplies received❖ Ascertain customers' needs and want❖ Recommend and display items that match customer needs❖ Maintaining outstanding store condition and visual merchandise standard❖ After sales account |

*Sept 2022- Dec
2022
Duties as a **Field
Agent (Enumerator)***

Contract (Esoko LTD)

- ❖ Collect data from internal and external sources
- ❖ Analyse data and present your findings
- ❖ Compile data into digestible planograms
- ❖ Ensure all data is organized and accurate.

*Oct 2021-Sept
2022
Duties as a
**Supply Officer
and Stores
Officer***

National Service (National Disaster Management Organisation)

- ❖ Section receiving requests from user department
- ❖ Supplier selection
- ❖ Receiving invoice from suppliers
- ❖ Quotation analyses report
- ❖ Preparation of local purchase order
- ❖ Supplier appraisal
- ❖ Record keeping
- ❖ Inspection f goods
- ❖ Stock taking

*June 2019 – July
2019
Duties as a **Supply
Officer and stores
Officer***

Internship (Alliance Motors Gh.LTD)

- ❖ Codification of books
- ❖ Inspection of stock
- ❖ Inspection of supplies
- ❖ Management of stores
- ❖ Receipt of stocks
- ❖ Record keeping
- ❖ Stock tracking

SPECIAL SKILLS

- ✓ Excellent Communication Skills
- ✓ Knowledge on Microsoft Office
- ✓ Pressure management Skills
- ✓ Quick Learner; Attentive to details
- ✓ Innovative
- ✓ Customer Service Skill
- ✓ Team Player
- ✓ Ability to adapt to new environment

HOBBIES

- ✓ Art
- ✓ Reading
- ✓ Sports
- ✓ Travelling.
- ✓ Solving puzzles
- ✓ Exploring
- ✓ Playing Chess

TRAINING

- ✓ Leadership Boot Camp (PUSHLINK CONSULTAND AFRICAN LEARN GHANA)
- ✓ Catholic Entrepreneurship Seminar (May 2020)

OTHER MINOR POSITIONS HELD

- ✓ **SENATOR**
KWAME NKURUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY
- ✓ **CHIEF MARSHAL**
KOFORIDUA TECHNICAL UNIVERSITY
- ✓ **SENIOR DRUM MAJOR**
ST. AUGUSTINES COLLEGE

REFEREES

1. Mr. Bright Kubuafor (Alliance Motors Gh. LTD)
0203317090
2. Victor Togoh (SRC President Koforidua Technical University)
0545173796
3. Mrs. Larbi Akosua Eugenia (NADMO)
0243181433
4. Mrs. Irene Okran (Daphys Enterprise)
0244370351
5. Mr. Ransford Owusu Appiah (ESOKO LTD.)
0246439035
6. Mr. Emmanuel Totimeh(Advans Savings and Loan Ghana)
0506735698