

FRANCIS ATO AIDOO-TAYLOR (Rev)

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Francis Ato Aidoo-Taylor has over fifteen (15) years of experience working directly within the private and public sectors in the field of administration, logistics, procurement and supply chain management spanning from the manufacturing, health, educational, government machinery and foreign mission. My recent and past positions at **Omni Group Africa** as **Procurement Officer**, **St. John's Hospital & Fertility Centre** as **Procurement Officer**, **GN Logistics** as the **Procurement & Supply Coordinator**, **USAID West Africa** as **Acquisition & Assistance Specialist**, **National Identification Authority (NIA)** of Ghana as the **Senior Procurement Officer**, **GIMPA** as **Administrative Officer** in charge of **Post Graduate programs** at the **GIMPA Business School Graduate division** as well as **Procurement Officer** with the **GIMPA Procurement Unit**, **Ghana Health Service** as **Supply Officer** with the Western Regional Hospital, made me responsible for procurement planning and budgeting, Logistics management stores operations, Contract management, Vendor Management, receiving and screening of applications and preparing of shortlisted potential qualified suppliers, Consultants and Vendors, registration of suppliers and contractors, expediting, negotiations and tender evaluation, preparing purchase requisitions, Local Purchase Order's, Request for Quotations, Request for Proposals, inspecting and receiving goods and services, providing formal and informal responses to questions raised by the technical office and implementing partners verbally or in writing, drafting and editing agendas, reports, presentations, evaluations, and surveys. Created and maintained proper documentation and filing system, via spreadsheets and forms in Google Workspace. Set-up team meetings and monitor meeting agendas for the Contracting Officer among others. Francis has a MBA in Supply Chain Management, **Bachelor's degree in Business Administration** both from GIMPA, **Graduate Diploma Certificate in Purchasing & Supply** from Chartered Institute of Purchasing & Supply (CIPS-UK) and a **Higher National Diploma in Purchasing and Supply** from Takoradi Polytechnic in Ghana.

PROFESSIONAL EXPERIENCE

Omni Group Africa 05/2024-Present

Procurement Officer

Reports to Deputy Commercial Manager

Providing award administrative support to 23 entities under the group

Preparing Tender Documents

Preparing Contract Documents

Designed and implemented discount template to

Preparing of Procurement Plan
Conducting Pre- Award Surveys / Post Award-Survey
Supplier Appraisal

St. Johns Hospital & Fertility Centre 01/2022-02/ 2023

Procurement Officer

Reports Directly to the CEO
Preparing of Procurement Plan
Implemented Framework Agreement Contract
Conducting Pre- Award Surveys / Suppliers Appraisal
Sourcing
Preparing Tender Documents
Preparing Contract Documents
Contract Management
Inventory Management / Stocktaking and Valuation

GN Logistics 09/ 2017-02/2019

Procurement & Supply (P&S) Coordinator

Reports Directly to the General Manager GN Logistics
Designed the Standard Operating Procedure (SOP's) for the Procurement Unit
Designed the flow chart for P&S Unit in the Organisation
Designed and implemented standard Procurement Document
Introduced the standard document for Registering and Evaluating existing and new Suppliers
Preparing of the Annual Procurement Plan
Designed the Template for the Annual Procurement Plan
Conducting Pre- Award Surveys / Suppliers Appraisal
Training and mentoring of junior procurement & supply officers within the Unit.

USAID West Africa, Regional Acquisition & Assistance Office 05/2015-02/2016
Acquisition& Assistance Specialist (A&A Specialist)

Providing award administrative support to Regional Economic Growth Office (REGO)
Assisted in the successful organisation of the TEC kick off meeting for SERVIR
Preparing of Contract Modifications for the Contracting/Agreement Officer
Preparing of Negotiation Memos for the Contracting/Agreement Officer
Part of the team that conducted the pre-award survey for Borderless Alliance
Preparing salary approval letters for the Contracting/Agreement Officer
Participated in the post-award conference conducted for Tetra Tech ARD (WABiCC)
Preparing of in-depth cost analysis of solicitations and proposals
Post Award conference and debriefing of successful and unsuccessful applicants
Point of Contact (POC) of incoming administrative request for REGO and implementing partners

National Identification Authority (NIA) 06/2014-04/2015
Senior Procurement Officer

Preparation of the procurement plan for the authority
Secretary to the authority's Entity Tender Committee
Writing of Entity Tender Committee Reports
Calling for Entity Tender Committee Meeting
Member of tender opening team
Member of tender evaluation team
Preparation of Tender Documents
Preparation of contract documents and award notification letters
Preparation of Local Purchase Orders (LPO) documents
Registration of suppliers, contractors and service providers onto database
Soliciting for quotations
Negotiate with vendors to obtain most favourable terms for the authority

Ghana Institute of Management and Public Administration (GIMPA) (06/2013-05/2014)
Administrative Officer, Accra, Ghana

Coordinator of Gimpa Post-Graduate Diploma/Certificate In Business Administration Programmes which is a top-up meant for those who do not meet the minimum requirement for the MBA
Receives and answer call on enquiries on Graduate and Post Graduate Programmes
Writing of memos and Letters to students
Receiving and screening of application forms
Receiving and Up-dating students' data
Assist in the evaluation of Lectures by students

Ghana Institute of Management and Public Administration (12/2009-06/2013)
Procurement Officer, Accra, Ghana

Responsible for the general administration and Logistics for the Hospitality Unity and GIMPA Executive Conference Centre
Part of the team that prepares the procurement plan
Assist in the preparation of contract documents and award notification letters
Preparation of Local Purchase Orders (LPO) documents
Writing weekly, monthly and quarterly reports for the unit
Expedite on vendors to speed up deliveries
Inspecting and receiving of goods
Preparing of Stores Receipts Vouchers for the payment of contractors and suppliers
Managing and Controlling of Stock
Liaising with user departments on their requirements
Generating Stock Replenishment Data (SRD)
Part of the team that conducts monthly and annual stocktaking for the institute

Ghana Health Service-Effia Nkwanta Regional Hospital (06/2004-12/2009)
Deputy Head of Stores, Sekondi, Ghana

Assisted in the general day to day administration of the section
Assigning of duties to store staff
Member of the tender evaluation team
Preparing quarterly stock consumption for the unit

Determining Stock levels
Served as Secretary to the Tender Evaluation Committee

EDUCATION & TRAINING

GIMPA Accra, Ghana (08/2013-12/2015)

MBA Supply Chain Management (Option)

Public Procurement Authority (PPA) Accra, Ghana (08-12/09/2014)

Certificate in Sustainable Public Procurement Monitoring & Evaluation

GIMPA Accra, Ghana (11/2009)

BBA Business Administration

Chartered Institute of Purchasing & Supply (CIPS-UK), (09/2004)

Graduate Diploma Certificate in Purchasing & Supply

Takoradi Polytechnic Takoradi, Ghana (09/2003)

Higher National Diploma (HND) in Purchasing & Supply

SKILLS

Languages: English

Computer: Microsoft Office applications, Windows 95, 98, 2000, 2003, 2007, Windows XP
Windows Vista

REFERENCES

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2. Hon. Dr. Ebenezer Prince Arhin (MP)
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