

Naa Dedei Adjei

Objective: To further obtain a more challenging leadership position, applying creative problem solving and lean management skills with a growing organization, to achieve optimum utilization of its resources which will in effect maximize profits.

Personality: I am a very confident and verbal person, adaptable, good at influencing, have good persuasive skills and like involvement. I have the ability to also undertake a variety of tasks with a strong analytical approach to problem solving; and possess excellent human relation skills.

Experience: 1st March, 2018 till date LDD Continental Ltd

❖ **MANAGING PARTNER**

- HRM and Organizational Development Services
 - Recruitment Management Services – both core and peripheral employees
 - Outsourcing of trained drivers/other to institutions
 - Training and Development – per clients' request
 - Organizational Design and Development
 - Strategic Management
- I assist new organizations from the initial/formative stages through to management, and further development or Change Management. Examples are selection of company name, completion of forms for registration, registration process, mission and vision statements, core values, procurement of office space, acquisition of fixtures and fittings, procurement of office equipment, choice of vehicles per budget, branding, adoption of organizational culture, design of organogram, salary structure, etc.

11th July, 2017 to 28th February, 2018 DALEX FINANCE

❖ **HUMAN RESOURCES MANAGER**

- Developed and implemented a few HR strategies and initiatives aligned with the overall business strategy, and this was more tied down to the recruitment and selection process I managed.
- Developed a Communication Plan for Dalex for the use in Sales and Marketing.
- Nurtured a positive working environment.
- Developed a Road Map for change management and organizational development for the implementation of the new adapted Market Culture.
- Maintained pay plan and benefits program.
- Assessed and discussed training needs with HR Consultant of Dalex before my exit, and this was adopted for implementation for 2018.
- Ensured legal compliance throughout human resource management, and administered human resources plans and procedures that relate to staff.
- Planned, organized, and controlled the activities and actions of the HR Department and contributed to the development of HR Department goals, objectives, and systems.

19th October, 2015 to 30th June, 2017 DE LEDEDA CONSULT

❖ **CONSULTANT, HUMAN RESOURCES AND STRATEGIC MANAGEMENT**

- Provide a wide range of Human Resources services to organizations, including:
 - HR Outsourcing
 - Strategic Management
 - Training and Development
 - Policy and Procedure Development
- My prime role is to assist client identify needs, develop an action plan and facilitate change to enhance the success of client's organization. These services are designed to improve productivity, efficiency communication and employee morale.

27th April, 2015 to 8th October, 2015 WESTERN AUTOMOBILE CENTRE LIMITED

❖ **HEAD, CORPORATE AFFAIRS**

- Supported the Managing Director in his vision to transform the way corporate functions are delivered, and I ensured integration where necessary, in order to drive organizational and cultural change in line with WAC's transformation agenda.
- Lead a portfolio of services, and from time to time cross-serviced projects on behalf of Corporate Management Team.
- Built and maintained effective relationships with some key external stakeholders, which before my joining WAC had been damaged.
- Ensured that all direct reports are provided with appropriate challenge and support.
- Gave strategic leadership to the company's corporate functions, thus, creating a culture of effective and efficient support services that were focused on reducing corporate overheads and creating value for money. Key was Introducing the concept of Job Description, and designed a template to be used by HR.
- Ensured the development of effective working relationships between corporate functions and other services across the company.
- Embedded customer focus and high standards of customer care across the company to ensure a truly customer focused organization.
- Ensured that effective arrangements exist to promote good internal and external communications, as well as maximizing marketing opportunities to promote the company.
- Lead the development and maintenance of strategic relationships with key external stakeholders to optimize opportunities for collaboration with other service providers.
- Acted as Head of Marketing in addition to my role, after the resignation of the Marketing Manager
- Managed the entire company during the absence of the Managing Director

1st February, 2011 – 24th March, 2015 ENERGY BANK GHANA LIMITED

❖ **HEAD, HUMAN RESOURCES AND ADMINISTRATION**

- Co-ordinated and managed the overall provision of Human Resources and Administration services, policies and programs for the entire bank.
- Planned, organized and developed strategies for maximum efficiency and functioning of the department in line with best practice and Energy Bank Ghana's long term strategic plans.

- Developed an employee-oriented company culture that emphasized quality, continuous improvement, key employee retention and development, and high performance. This was made successful through my yearly implemented Training and Development Programs and Performance Management.
- Adopted appropriate criteria for efficient employment and development of a superior workforce as well as compliance of employment regulatory.
- I was very effective and proactive in the management of conflict and ensured discipline bank-wide. Most conflicts stopped at my door, thus never escalated to MD or legal for resolution.
- Assisted and advised Line Managers about Human Resources issues, thus reducing unnecessary burdens on my department. I however maintained close contact with all departments especially employees to identify their needs.
- Staff optimization was one of my key strengths which was applauded by the MD.
- I undertook yearly compensation surveys within the banking industry, and often used between seven to ten banks. This report is often given to the Board to enable them arrive at a decision on review of remuneration packages for staff.
- Health and Safety of all staff, that is, employee safety, welfare, wellness and health was very paramount to me. I also made sure all branches had first aid boxes and well stocked.
- Maintained close contact with other banks for purpose of benchmarking.
- Maintained close contact with Labour Department, National Labour Commission, Immigration, SSNIT, and all other establishments whose activities impacted the bank's Human Resources positively.
- My Leadership skills came to play in my supervision of immediate subordinates to ensure that HR function provided cost effective services throughout the bank.

NOTE of Interest:

I was a Start-up Team Member and the first Ghanaian Key Manager of the bank.

In addition to the set-up of the Human Resources and Administration Department, I also handled Corporate Affairs and Public Relations roles for almost two years, and continuously played a Marketing/Relationship Management role.

21st June, 2006 to 30th January, 2011 WOMEN'S HEALTH AND ADVOCACY INTERNATIONAL

❖ **EXECUTIVE DIRECTOR**

- Monitored and coordinated the activities of WHAI Ghana (Education, Coaching, Mentoring, Training and Development of Women)
- I developed and implemented projects, often with the support of either medical personnel or technical personnel in the area of interest.
- I established and maintained accurate records of all women we worked with, with up to date reports.
- Perform duties associated with recruitment, selection, and employment of personnel for the office.
- Monitor the timely completion of annual employee performance reviews, salary increments and promotions.
- Proposed and organized Programs in accordance with UN Calendar and supported by UNIC, Accra.
- Prepare and monitor budgets for department and for proposed programs implementation.

11th January, 2006 to 11th April, 2008 OVERSEAS PROCESSING ENTITY (CHURCH WORLD SERVICE)

❖ **ASSISTANT HUMAN RESOURCES MANAGER**

- Managed the computerized Time and Attendance System (Time ware)
- Generated Bi-weekly and monthly employee reports
- Expat Annual Sick and Compensatory Time report to Directors and New York Office on a monthly basis.
- Maintained a (manual and computerized) database for all vacancy applications to OPE in accordance with SOPs.
- Assisted the HRM in coordinating recruitment and selection activities.
- Prepared confirmation letters for new employees/vetted all completed forms.
- Conducted police background checks of all new employees
- Prepared and issue OPE staff ID and access cards
- Assisted the HRM to monitor the timely completion of annual employee performance reviews, salary increments and promotions.
- Assisted HRM to review, analyze, update and recommend revisions of Personnel Policies and Procedures in accordance with Government of Ghana Labour Laws.
- Acted as the Human Resources Manager in the absence of the substantive; either travelled, on leave or out of office for any assignment.

23 June, 2003 to 10th January, 2006 OVERSEAS PROCESSING ENTITY (CHURCH WORLD SERVICE)

❖ **CASE PROCESSING ASSISTANT**

- Daily receipt and research of new eligible refugee applications
- Completed case creation including accurate update of the WRAPS Database
- Updated Pre-DHS Database fields as needed to ensure accurate status of cases pending DHS interviews.
- Prepared and sent contact letters to eligible refugees and anchor relatives as requested.
- Prepared bio data and requests for sponsorship assurances for DHS approved cases.
- Prepared Travel Packets according to standard operating procedures.

1st May, 1988 to 31st May, 2003 GHANA HIGHWAY AUTHORITY

❖ **HUMAN RESOURCES ASSISTANT**

- Recruiting and staffing logistics
- Employee orientation, development and training logistics and recordkeeping
- Compiled and updated Personnel Records of GHA on a daily basis
- Performance and improvement tracking systems
- Identified employee due for both compulsory and voluntary retirements of GHA personnel throughout the country.
- Maintaining employee files and the HR filing system
- Prepare leave roster for the HR Division
- Assisting with employee relations
- Computed of all benefits, eg. Back pay, End-of-Service benefits, etc.
- Assisting with the day-to-day efficient operation of the HR office

EDUCATION: 2nd August, 2008 to October, 2010 GHANA INST. OF MANAGEMENT & PUBLIC ADMINISTRATION (GIMPA)

MBA (Human Resources Management)

September, 1999 to March, 2003 CENTRAL UNIVERSITY COLLEGE (CUC)

BSc. Administration (Human Resources Management)- 2nd Upper

May, 1986 to November, 1987 INSTITUTE OF AGENCE D'OR, ACCRA, GHANA

Diploma in Secretaryship

TRAINING: 19th July, 2014 to December, 2014 Consulting In Technology and Management (an HRCI approved training provider)

Senior Professional HR Certification (SHRM Program)

5th to 12th April, 2013 GRAND MIDWEST HOTEL, DUBAI INTERNET CITY, DUBAI

GMD Management Conference/Training for Energy Group Managers

9th to 11th May, 2012 FLEMING GULF (CIPD) MOVENPICK AMBASSADOR HOTEL, ACCRA

HR Professional Training in Banking & Finance

5th to 19th October, 2007

Educational Tour to South Africa (***Study of Multinational Environment***)

7th October to 11th November, 2006 PAN-AFRICAN INST. FOR LEADERSHIP & GOVERNANCE STUDIES

Executive Certificate in Managerial Leadership

1st to 29th April, 2006 AFRICAN CENTRE FOR LEADERSHIP & HR DEVELOPMENT (AFRILEAD)

Executive Certificate in NGO Management

March, 2003 CENTRAL UNIVERSITY COLLEGE (CUC)

Seminar on Effective Planning and Management

Seminar on Contemporary Issues

April, 2003 KAMA CONFERENCE CENTER, ACCRA, GHANA

Seminar/Training on Entrepreneurship

7th to 14th July, 1996 (BALERUP CAMP) COPENHAGAN, DENMARK

Trade Union Conference on the Rights of the Working Youth (Global Perspective)

3rd to 6th July, 1996 (NEW STANLEY HOTEL) NAIROBI, KENYA

Trade Union Conference on the Rights of the Working Youth (African Perspective)

10th to 14th June, 1006 LABOUR COLLEGE

The role of Trade Unions in the Life of Employees

13th to 17th February, 1995 G.E.P.C. (NATIONAL BANKING COLLEGE) ACCRA, GHANA

Foundation Course in Export Marketing

10th to 15th September, 1994 KOB'S HOTEL, KOFORIDUA, GHANA

Comprehensive Course of Study in Trade Unionism

Other Roles Played: ➤ HR Consultancy – (for organizations, associations and individuals)

- Training and Coaching of the Youth on Career Development
- Ex-Executive Member, Coalition of NGOs working with the United Nations Information Center (UNIC)
- Ex-Executive Member, Coalition of NGOs in Health (Ablekuma Sub-Metro)
- Ex-Executive Member, National Coalition of NGOs in Malaria
- Ex-Executive Member, Winners Club of ICGC
- Board Member, Women's Health and Advocacy International (WHA)
- Board Member, Thelie's Montessori School, Dansoman Estates, Accra

Extra Roles (Current): ➤ HR Consultancy – ongoing (for organizations, associations and individuals)

- Training and Coaching of the Youth on Career Development
- Group HR and Corporate Services Director, Sirpryze Continental Group, Florida - USA
- Board Member, Sirpryze Continental Group, Ghana
- Board Member, LDD Continental Limited
- Deputy Group Managing Director, Ambassador Group of Companies
- Executive Member, Lois Ladies of ICGC, Ghana
- Women and Children's advocate
- Marriage Counselor

Hobbies: Reading, Fashion Designing, Singing and Dancing

References: Lawyer Nii Amassah Kotey, Private Legal Practitioner (Dromo Chambers)
Telephone: 020 816 4976; E-mail: nakotey2@yahoo.com

Professor Leyland Lucas, Lecturer, Ghana Institute of Management and Public
Administration (GIMPA)
Telephone: +1 301 538 4025; E-mail: Leyland.lucas@morgan.edu

Dr Dennis Agboh, Lecturer, Ghana Institute of Management and Public
Administration (GIMPA)
Telephone: +1 443 474 7657; E-mail: agbohdk@gmail.com

Mr. Adewale Folowosele, Board Member and Chairman of the HR Committee within
the Board (Energy
Bank Ghana Limited)
Telephone: +234 803 408 0026; E-mail: walesele@yahoo.com