CURRICULUM VITAE

**KELVIN ATTA AMANIAMPONG**

**Phone:** +2330572012748

**E-Mail:** kelvinamaniampong77@gmail.com

**Date of Birth:** 20th June1997

**Nationality:** Ghanaian

**LinkedIn: Top of Form**

[www.linkedin.com/in/kelvin-amaniampong-kelvin](http://www.linkedin.com/in/kelvin-amaniampong-kelvin)

**Website:** <https://Kofiatta.github.io/portfolio-1/>

**PROFILE**

Self-motivated, results-oriented young professional with proven ability to demonstrate the utmost discretion and integrity. I possess strong interpersonal and relational skills and excel at remaining calm in difficult times. My passion for development and transformation drives a desire to contribute to organizational successes and efficiencies. I hope to further develop my experience by working in a role that will make use of my analytical and problem solving skills.

**PROFESSIONAL DEVELOPMENT AND FURTHER EDUCATION**

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| **Chartered Institute of Logistics and Transport (CILT UK)**  February. 2022 | **Procurement and Logistics**  Certificate |
| **eMarketing Institute**  February 2022 | **Online Marketing Fundamentals**  Certificate |
| **Aptlearn**  March. 2022 | **Frontend Developer**  Certificate |
| **UNICEF**  January 2022 | **Risk Management**  Certificate |

**EDUCATION**

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| **University of Ghana Business School, Legon.**  Sept. 2016 – July 2020 | **BSc. Administration (Public Administration Option)** |
| **Adisadel College.**  Sept. 2013 – May 2016 | **West Africa Senior School Certificate Examination**  Business |
| **Mt. Olivet Methodist Academy**  Sept. 2010 – Jun 2013 | **Basic Education Certificate Examination (BECE)**  Certificate |

**WORK EXPERIENCE**

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| **Web Developer.**  March. 2022 to date | **Freelancer**   * Create eye-catching and user-friendly websites to promote products and services for organizations. |
| **Ghana Export Promotion Authority.**  Sept. 2020 - August 2021 | **National Service Personnel**   * Responded to official correspondences * Built strong relationship with key stakeholders * Provided assistance for the organization of market access activities * Assisted in the promotion of the Market Hub * Provided market access and trade related information to export oriented SMEs * Market Intelligence and profiling of companies * Advisory services to exporter community * Any other activities assigned by supervisors |
| **Ghana Export Promotion Authority.**  Aug 2019 – Sept 2019 | **Intern**   * Prepared news feeds * Prepared memos and writing of letters * Filing of documents * Promoted and developed programs with emphasis on Professional Services * Report writing on projects and activities * Updated the Services Export Directory * Performed other duties as tasked |
| **TELKELNA Trading Enterprise.**  July 2016– Aug 2018 | **Part-time Personnel Assistant**   * Drafted, typed and distributed correspondence * Assisted in making payments, keeping bills paid and processing incoming payments * Entered daily transactions of cash and credit customers, issuing receipts * Received internal and external telephone calls for enquiries and providing the necessary information. |

**LEADERSHIP AND CO-CURRICULAR ACTIVITIES**

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| **Ghana Export Promotion Authority.**  Sept. 2020 – August 2021 | **Team Member**   * Part of a team that organized and planned the GEPA info-tech fair * My excellent customer service skills helped me to convince people to register with GEPA as exporters |
| **Hamlyn House, Adisadel College.**  Sept. 2015 – May 2016 | **Sports Prefect**   * Led the house to place first in the annual football and athletics competition * Organized and scouted students with the potential to be athletes * Led my house to be named the overall best house (athletics) |
| **Athletes Team, Adisadel College.**  Sept. 2015 – May 2016 | **Member**   * Placed first in the central regional schools and colleges sports Medley race * Placed third in the central regional schools and colleges sports 4 x 200m race |
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**SKILLS AND PERSONAL COMPETENCIES**

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| * High level of discipline and dependability * HTML, CSS, JavaScript * Python * Excellent analytical and interpersonal skills * Good command of Microsoft Excel, PowerPoint and word | * Ability to work under minimum supervision and in fast paced environment. * Great team player * Strong verbal communication * Policies formulation * Strong planning and organizational skills * Excellent creative and innovative abilities |