CURRICULUM VITAE

**KELVIN ATTA AMANIAMPONG**

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**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)

Bottom of Form

**PROFILE**

Team player, self-motivated and 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, customer service, procurement and logistics, marketing, and problem-solving skills.

**PERSONAL DEVELOPMENT & COMPETENCIES**

* Excellent analytical and interpersonal skills
* Good in Market Intelligence
* Strong planning and organizational skills
* Excellent creative and innovative abilities
* Good in Microsoft Office suite
* Strong Client Relations skills
* Strong passion for new adventures and knowledge

**WORK EXPERIENCE**

**FREELANCE WEB DEVELOPER (Currently)**

***General Duties and Responsibilities:***

* Create eye-catching and user-friendly websites to generate web traffic and promote products and services
* Using HTML, JavaScript and CSS to bring concepts to life
* Developing and maintaining the user interface.

**GHANA EXPORT PROMOTION AUTHORITY (2020/2021)**

***Position:*** *National Service Personnel* – Services, Manufactures and T4SD Department

***General Duties and Responsibilities:***

* Responding to official correspondences
* Build strong relationship with key stakeholders
* Provide assistance for the organization of market access activities
* Assist in the promotion of the Market Hub
* Providing 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 (August-2019-September 2019)**

***Position:*** Intern – Services Department

***General Duties and Responsibilities***

* Preparing news feeds
* Preparing memos and writing of letters
* Filing of documents
* Promote and develop programs with emphasis on Professional Services
* Report writing on projects and activities
* Updating the Services Export Directory
* Performing other duties as tasked

**TELKELNA TRADING ENTERPRISE (August 2016-September2018)**

***Position:*** Intern

***General Duties and Responsibilities:***

* Assisting in making payments, keeping bills paid and processing incoming payments
* Entering daily transactions of cash and credit customers, issuing receipts
* Receiving internal and external telephone calls for enquiries and providing the necessary information.
* Typing and printing notices.
* Keeping records of day-to-day activities

**VOLUNTARY SERVICES**

An assistant to a Principal Export Development Officer and Coordinator of the Export Trade Fair (GEPA info-tech fair) in Ghana Export Promotion Authority where I assisted assiduously in preparing documents, invoices and receipts, organization of the info-tech fair, administrative work and other activities.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| INSTITUTION |  | YEAR | QUALIFICATION |
| * University of Ghana Business School, Legon |  | 2016 - 2020 | Bachelor of Business Administration (Public Administration) |
| * Adisadel College. |  | 22013 –2016 | West African Senior High School Certificate Examination (WASSCE). |

**FURTHER TRAINING AND CERTIFICATION**

* Web development with CSS and HTML by Alison.com, January 2022
* Risk Management and Maturity by UNICEF, January 2022
* Procurement and Logistics certificate by disasterready.org and the Chartered Institute of Logistics and Transport (CILT (UK), February 2022
* Online Marketing Fundamentals certificate by eMarketing Institute, February 2022
* Frontend Development Certification Course by Aptlearn, March 2022
* Product Management Certification Course by Aptlearn , March 2022

**ACCOMPLISHMENTS**

**Hamlyn House, Adisadel College**

**Position-***House Sports Prefect*

* Led the house to place first in the annual football and athletics competition.
* Organized, scouted students with the potential to be athletes and also trained them.
* Report directly to the housemaster with updates.
* Led my house to be named overall best house (athletics)

**Athletes Team , Adisadel College**

**Position-***Team Member*

* Placed first in the central region schools and colleges sports Medley race.
* Placed third in the central region schools and colleges sports 4 x 200m race.

**Ghana Export Promotion Authority**

**Position-***Team Member*

* I was part of a team that organized and planned the GEPA info-tech fair 2021
* Through my excellent customer service skills, I was able to register and convince customers to register with GEPA as exporters

**REFEREE**

**MRS.JOYCE OWUSU KWATENG**

Principal Export Development officer

Ghana Export Promotion Authority

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**MR. ABDUL JABAR ADAM**

Assistant Export Development Officer

Ghana Export Promotion Authority

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