

LOUIS KEMENYO
TEMA COMMUNITY 22 ANNEX.

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Personal statement

A highly self-motivated and result driven young man who is very receptive and possess the confidence to work as part of a team or independently.

Key Skills

- ❖ Neat and well organised.
- ❖ Excellent communication skills, both written and verbal.
- ❖ Attentive to detail.
- ❖ Results oriented.
- ❖ Punctual.
- ❖ Ability to work with little or no supervision.
- ❖ Resilient.
- ❖ Ability to manage multiple priorities.
- ❖ Working knowledge of Microsoft office.
- ❖ Good in Data Entry.
- ❖ Good in customer service.
- ❖ Graphic Designer.
- ❖ UI/UX Designer
- ❖ Network Admin / Engineer.
- ❖ Database Admin.
- ❖ Business Admin.
- ❖ MySQL.
- ❖ General IT support.
- ❖ Photography / Videography.
- ❖ Wix website designer/Developer.

Employment History

I worked with Heidelberg cement company (Ghacem)

(OCTOBER, 2015-2017)

Responsibilities:

- ❖ Loading
- ❖ Bagging
- ❖ Supplying

Midland Savings and Loan June 2017 to June 2018 (Job Title: Sales Team leader)

Responsibilities:

- ❖ Generate new customer leads through various channels.
- ❖ Proactively identify sales prospects and conduct business development activities in the geography assigned.

- ❖ Follow up on new leads and referrals to generate business.
- ❖ Achieving the monthly sales targets.
- ❖ Ensure customer satisfaction through regular engagement.
- ❖ Resolve customer queries/issues and facilitate customer service
- ❖ Maintain periodic status reports, including daily activity report and calls and follow-ups.

June 2018 To December 2019 (Job Title: Sales Team Supervisor)

Responsibilities:

- ❖ passbook Audit
- ❖ Going out with team member to Storm for new and prospect.
- ❖ Booking appointment for team members
- ❖ Bringing On-Board new Businesses for the team
- ❖ Provide training that team members need
- ❖ Manages the Day-to Day Operations
- ❖ Creates report to update the company on the team progress

Decembers 2020 till date (Job Title: Graphic Designer Freelancer)

Responsibilities:

- ❖ Flyer Design.
- ❖ Poster Design.
- ❖ Logo and Illustrations.
- ❖ Sticker design.
- ❖ Wix website designer / Developer.
- ❖ UI/UX Designer

Key Software's

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- ❖ Microsoft Office
 - ❖ Microsoft Server
 - ❖ My SQL server
 - ❖ VM Ware Workstation
 - ❖ Adobe Photoshop
 - ❖ Adobe InDesign
 - ❖ Adobe Premiere Pro
 - ❖ Adobe XD
 - ❖ Adobe Illustrator
 - ❖ Figma
 - ❖ Xara Designer

Education

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- ❖ **DIPLOMA**, (Business Administration), From Alison. 2023.
 - ❖ **DIPLOMA**, (Graphic Design), From Alison. 2022.
 - ❖ **HONOUR'S DIPLOMA**, (Network Engineer and Database Admin) National Institute of Information and Technology (NIIT/OpenLab Ghana), 2018-2021.

- ❖ **WASSCE**, Keta Business Senior High School, 2012-2015.
- ❖ **BECE**, Manhean TMA'2 Junior High School, 2009-2012.

References

MR. YANKSON ATIAMAH.
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