

# OBED SAMPONG

## PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

## SKILLS

- Good Customer service
- Good communication skills
- Proactive Problem Solver
- Time Management
- Networking
- Cloud services
- Front and back end frameworks
- IT Support Management

## WORK HISTORY

**IT SUPPORT ANALYST** 10/2021 to 12/2023  
**Aurifer Resources Ltd** , Accra

- Increased team productivity by implementing efficient workflows and setting clear expectations for staff members.
- Managed budgets effectively, ensuring optimal allocation of resources and adherence to financial guidelines.
- Cultivated positive relationships with vendors to deliver timely and cost-effective supply of services and materials.
- Maintained database systems to track and analyze operational data.
- Provided reporting for forecast analysis and ad-hoc reporting in support of decision-making.

**SALES AND IT OFFICER** 06/2020 to 10/2021  
**Glico Insurance Company**

- Ensure all insurance policies are well inputted into the system so as to ensure easy payments of claims when necessary
- Marketing of all insurance types and policies to clients
- Ensure daily entries are updated on to the server.
- Improved system efficiency by implementing new software and hardware solutions.
- Assessed user needs and provided tailored training sessions for improved technological competency across departments.

**RECEIVING AND DISPATCHING OFFICER** 08/2018 to 05/2020  
**Asanko Gold Mines**

- Maintained cleanliness and organization of the store, including stocking shelves, arranging displays, and ensuring merchandise presentation
- Receiving of Goods from various Suppliers and Dispatching goods for the smooth running of the machines
- Monitored inventory levels and communicated with management to reorder stock as needed, minimizing out-of-stock situations.

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**EDUCATION**

**Cambrian College**, Ontario  
**Diploma**, Information Technology

- President Honour Roll

**Wisconsin International University College**, Ghana  
**Bachelor of Science**, Business Management in Computer Studies , 06/2021

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**REFERENCE**

Available upon request