Eugene Amoo-Sargon

10 Jennens Road, Birmingham, B4 7EH UK
darapvc@gmail.com | +44 7555817459
LinkedIn Profile: www.linkedin.com/in/eugene-amoo-sargon

PROFILE

Analytical and detail-oriented Information Systems expert / Data Analyst with experience in human resources, bioinformatics & marketing. I specialize in creating interactive dashboards, building data models, information system implementations and management. I am skilled in gathering and analyzing data to provide actionable insights using Power BI & MS Excel to streamline business operations, and support decision-making.

SKILLS

- Business Process Mapping
- Human Resources / Industrial Relations
- Data Analysis & Reporting (Excel, Power BI)
- Project Management
- Data Governance

- Requirements Gathering & Documentation
- ERP Implementation
- End to end Payroll Management
- Budgeting & Financial Analysis
- Effective communication

SYSTEMS/TOOLS FAMILIAR WITH

- Power BI, MS Excel, SQL, Python, Tableau
- MSD 365, HR Works, ERP Next, Oracle Fusion

Patient Health Information System (PHIS)
District Health Information System (DHIMS)

PROFESSIONAL EXPERIENCE

HR Systems & Analytics Coordinator
Ghana Manganese Company Ltd. | Ghana (October 2017 – Present)

- Oversee the daily operations of the Human Resource Information System (HRIS), ensuring data accuracy, system performance, and integration with other business systems to support HR functions like payroll, recruitment, and performance management.
- Analyze HR data to develop actionable insights for improving workforce productivity, retention, and employee engagement.
- Generate reports and dashboards for senior management to facilitate strategic decision-making on key HR metrics, such as turnover, time-to-hire, and compensation.
- Identify opportunities to enhance HR processes by leveraging HR systems to automate repetitive tasks, streamline workflows, and increase efficiency in areas such as employee onboarding, performance reviews, and talent management.
- Provide training and ongoing support to HR staff and employees on the effective use of HR systems, ensuring that all users understand system functionalities and can navigate them efficiently.
- Ensure data integrity within the HRIS by conducting regular audits and enforcing data management best practices.

Key Achievements:

- Part of the Oracle Fusion ERP implementation coordinating team in 2024. I have started the requirement documentation for the Human Capital to ensure operational workflow aligns with the Core HR system
- Contributed to the successful roll-out of a new ERP (MSD 365) in 2023, serving as Project Coordinator and Subject Matter Expert for Human Capital department
- Designed and implemented Production Bonus Scheme in 2018 that took into consideration all the production parameters. This model is still used till now.
- Created Dashboards (HR dashboard, Covid 19 dashboard, Management Operations Dashboard etc) that highlights all required deliverables.

- Designed a framework for Mine-wide position title review, promotion and upgrades to build a new scheme of service that took into consideration the existing salary structure and the pitfalls of the existing performance management /reward system. This project was completed in 2024.
- Implemented automated reporting processes, reducing manual data input time by 30% and improving the accuracy of HR analytics.

Management Information Systems & Sales Analyst
Mikes Hands Consult. | Ghana (July 2016 – October 2017) – Part Time (October 2017 to May 2018)
- Gather, organize, and analyze data to understand business needs and identify opportunities for improvement.
- Interpret data to help business leaders make informed decisions and predict future trends.
- Collaborate with IT teams to design and implement information systems tailored to business needs.
- Oversee the setup, maintenance, and optimization of databases to ensure accurate data storage and retrieval.
- Develop, generate, and distribute reports and dashboards that provide insights into business performance.
- Ensure data integrity, availability, and security in line with company policies and data protection regulations.

Key Achievements:
- Established a robust data protection protocol and trained staff on security practices, ensuring compliance with GDPR and safeguarding sensitive company information.
- I identified and implemented a cost-effective data management solution, reducing the company's technology expenses by 15% while maintaining high performance.
- Managed the integration of new information systems with existing tools, ensuring a seamless transition that supported business needs and minimized disruption.

Learning Facilitator
Swedru International School. | Ghana (September 2015 – May 2016)

Medical Records Trainee
St. Gregory Catholic Hospital. | Ghana (September 2014 – August 2015)

EDUCATION

MSc Information Systems & Business Analysis - *ongoing*
Aston University | Birmingham, UK
2024 – 2025

Master of Business Administration
University of Bolton | Bolton, UK
2020 – 2021

BSc Mathematics & Statistics
University of Cape Coast | Cape Coast, Ghana
2010 – 2014

CERTIFICATIONS
- Chartered HRM Professional, Ghana– Level 3 (2023)
- EduQual Level 7 – Business Management (2020)
- Full Stack Advanced HR Analytics Certificate (2018)
- Data Analytics and Reporting with MS Excel (2018)
- HR Payroll (2020)
- Power BI Data Analytics and Business Intelligence (2019)
- Occupational Health & Safety Certificates (2016)

REFERENCES

Available upon request.