

ISHMAEL BOAKYE

PERSONAL DATA

Sex:	Male
Marital Status:	Single
Nationality:	Ghanaian
Qualification:	B.Sc. Statistics with Mathematics
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CAREER OBJECTIVE

A self-determined individual seeking a challenging career, and to develop my career with a progressive as well a dynamic organization, in which my talents and experience will be fully utilized to the benefit of the organization and my development as well. It is my desire to use my Analytical skill and knowledge to contribute effectively to the solidification of the firm's already illustrious global brand towards the achievement of corporate goals with little opportunity given.

EDUCATION

University of Ghana Faculty of Science, Legon 2010 - 2014

BSc. Statistics with Mathematics - **Second Class Lower Honours**

Representative Coursework: Critical Thinking and Practical Reasoning; Understanding Human Societies; Introductory Concepts of Financial Mathematics; Introduction to Computer Science I&II; Introductory Probability I&II; Data Analysis; Statistical Methods I&II; Actuarial Statistics I&II; Regression Analysis; Theory of Sampling; Design of Experiments; Multivariate Distributions and many others.

PROFESSIONAL EXPERIENCE

Ghana Meteorological Agency

Axim Meteo Station

Assistant Meteo Officer (NABCO)

21/01/2019 -

Job Description:

- To collect data, analyse and report on the data hourly.
- To know meteorological practice of weather booking, coding and decoding.
- To have knowledge of climatological form writing.
- To code and decode correctly.

Highlights:

- I have shown significant knowledge in the booking, coding and decoding process, and form writing as well.
- Codes and decodes well with little errors.

Ghana Statistical Service

Western Region

30/04/2018-31/07/2018

Field Officer Ghana Census of Agriculture

Job Description:

- To list all households in the assigned enumeration area EAs.
- To administer field listing questionnaires to all households in the assigned EAs following the described schedule, ensuring that all members of the households are enumerated.
- To obtain appointments for revisits to households are not available.
- To submit your tablet after the daily's work to your supervisor for editing.
- To administer field household questionnaires to all eligible households assigned to you.

Sensor Wiafe Limited

Market Circle-Takoradi

01/2016-11/2016

Account Executive/Warehouse Manager

Job Description:

- To make sure all collections from sales are appropriately lodged at the bank.
- To do weekly and monthly bank reconciliation and report cash flow to the C.E.O.
- To ensure maximum collection of cash receivables at any time.
- To inform C.E.O. of status of stock at the warehouses at all times.
- To report to C.E.O. all incidents related to the warehouse and stock (including damages, stealing, negligence, refusal to work etc).
- To receive and supply goods at the warehouses.

Highlights:

- As much as I was appointed with no professional experience in relation to accounting, the company recorded the lowest interest on overdraft in my first month at post even though payment made to our supplies was on a rise because

we were on expansion project. That motivated the C.E.O. to apply for an increase on the overdraft from 30,000 to 50,000.

- I developed a system with excel to monitor the stock level at the warehouses without visiting there. A proper records on allocation of goods from warehouses to stores and within stores were kept.
- I establish a good relationship with our supplies which warranted a high increase in our credit level, and proper documentation on how ordered goods are received.

Prestea Government Hospital

Records Unit, District Hospital (Prestea Huni-Valley)

National Service Personnel

09/2014 - 10/2015

Job Description:

- Issuing of folders and registration of clients on the system.
- Entry of data into DHIMS.

Highlights:

- Assisted the information officer on analyzing data for quarterly report and presentation of the report.
- Earned a reputation for strong work ethic, honesty, multitasking, and commitment to giving 100% toward assigned responsibility.

EXTRA CURRICULAR

Campus Christian Family (CCF), Legon- Organizing Secretary

04/2013-03/2014

- Co-ordinated the protocol, technical and transport departments responsible for setting up the venue for all the three (3) branches of CCF service and major programs.
- Member of executive board responsible for planning and organizing all major events of CCF, liaised with the authorities and external resource persons to organize educational and career oriented programs for CCF and the entire university. Example was Exit Strategy Summit- 2013.
- Responsible for acquiring venue for all CCF events in and out of campus.

Campus Christian Family (CCF), Legon-Deputy Organizing Secretary 03/2012-04/2013

REFERENCES

- John Kojo Mensah
District Meteo Officer
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