

JOHN KWOFIE

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Motivation Techniques
- Cashflow planning & management
- Team Managements
- Sales Coaching
- Front End Development
- Web Techniques
- Software Development
- JavaScript
- HTML and CSS
- REACT
- Bookkeeping
- Exceptional communication
- Database management
- Sales presentation
- Team Collaboration
- Python
- C language
- C ++
- TypeScript
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LANGUAGES

English Language – Native

Russian language – Upper Intermediate (B2)

French Language – Intermediate (B1)

Italian Language – Beginner (A1)

EXPERIENCE

December 2021- May 2023

Sales team Leader, Premium Choice Moscow

- Built strong Team by recruiting and developing top sales talent.
- Set ambitious sales goals and motivated strong performance to keep team growing effectively.
- Consistently recognized as a top-performing Sales team leader, contributing to the overall success of the company.
- Managed high performing sales team, consistently achieving and surpassing set targets.

August 2020- September 2021

Data Analyst, Bliss Home Healthcare, Accra, Ghana

- Produced monthly reports using advanced Excel spreadsheet functions.
- Utilized data visualization tools to effectively communicate business insights.
- Created various Excel documents to assist with pulling metrics data and presenting information to stakeholders for concise explanations of best placement for needed resources.
- Improved decision-making processes, with accurate data analysis and visualization techniques.
- Participated in requirements meetings to understand business needs.
- Used Statistical methods to analyze data and generate useful business reports.
- Enhanced business efficiency by identifying trends and patterns in complex datasets.

September 2018 – December 2019

English Language Tutor, Sky Eng, Saint Petersburg, Russia

- Delivered instruction in language arts encompassing reading, grammar, composition, and literature, working with teachers in other subjects to integrate skills across
- Communicated with parents in person, by email and phone to apprise of student progress, challenges and behavior issues.
- Monitored comprehension of material among students and created re-teaching strategies to cover gaps in learning indicated by test scores and quizzes.
- Built relationships with students to understand obstacles to learning such as difficult home situations, illness, or social hurdles.
- Expanded students' cultural awareness by integrating authentic materials from various English-speaking countries into lessons.
- Strengthened students' listening comprehension skills through exposure to various accents and dialects during audio-based exercises.
- Developed tailored lesson plans to meet the diverse needs and learning styles of individual students.
- Developed teaching materials to supplement standard curriculum, enhancing learning concepts and promoting student engagement.

March 2015 – May 2017

Front Office manager, Ankobra Beach Resort, Axim, Ghana

- Monitored financial transactions at the front desk, ensuring accurate billing procedures and minimizing discrepancies.
- Created weekly schedules for front office staff members to ensure appropriate coverage during peak hours or high demand periods.
- Reconciled end-of-day reports to determine accurate billing and payment processing.
- Resolved guest complaints professionally, maintaining positive relationships with customers for future business opportunities.
- Supervised and guided new employees and responded quickly to questions to improve understanding of job responsibilities.

EDUCATION

March 2023 – June 2024

Certificate in Software Engineering || ALX Africa

- Smart Messenger Chat Application (Final project)

October 2021 – July 2022

Russian Language Certificate

Higher School of Economics, Moscow Russia.

January 2018 – December 2020

Associate degree in Sociology and Social Informatics

Higher School of Economics, Saint Petersburg, Russia.

September 2014 – July 2018

Bachelor of Science in Engineering Physics

University of Cape Coast, Ghana.

GPA 3.40

September 2011 – June 2014

High School Diploma

Half Assini Senior High School, Ghana.

AFFILIATIONS

- Ghanaian Community in Russia (GCR) - Chairman of legal affairs and Chief justice.

HOBBIES

Football, Programming and reading.

