**DENNIS AMPONG NKRUMAH**

P.O. Box MC 3714, Takoradi, +233(0) 248693477; +233(0) 555070575

EMAIL: dennisankrh@gmail.com

**EDUCATION/QUALIFICATION**

**University of Cape Coast** **Cape Coast, Central Region**

Master of Business Administration (Finance) 2017 – 2019

**DISSERTATION**: Credit risk and profitability of Rural Banks in Ghana

**University of Cape Coast Cape Coast, Central Region**

B.A Social Sciences (Economics and Sociology) 2010 – 2014

**Methodist Senior High School** **Saltpond, Central Region** WASSCE (Business Accounting) 2006 – 2009

**Akonoma D/A Junior Secondary School** **Asebu-Akonoma, Central Region** Basic Education Certificate Examination 2003 ­­­­– 2006

**CAREER OBJECTIVE**

To succeed in my work environment with devotion and hard work to attain organizational and personal goals; as well as building on my abilities, knowledge and experiences.

**WORK EXPERIENCE**

**Novel Micro-Credit Service Takoradi, Western Region**

**Credit Officer September, 2018 to date.**

Main Duties and Responsibilities

* Review and update credit and loan file
* Compute payment schedules
* Approved loan within specified limits
* Obtain information for loan application
* Analyse applicants financial status to determine feasibility of granting loan
* Handle customer complaint and take appropriate action to resolve them

**Diplomats Transport Company Takoradi, Western Region**

**Cashier February, 2016 –May, 2018.**

Main Duties and Responsibilities

* Handle cash, credit or cheque transactions with customers
* Ensure pricing is correct
* Resolve customer complaints, guide them and provide relevant information
* Keep reports of transactions
* Pleasantly deal with customers to ensure satisfaction
* Updating client contact information

**Seaweld Engineering Ltd Takoradi, Western Region**

**National Service Person October, 2014 – July, 2015** Main Duties and Responsibilities

* Managing petty cash for both local and west Leo crew
* Preparing of spread sheet for local crew change.
* Assisting both west Leo and local crew change.
* Booking of hotel for the West Leo crew and other staff on official duties.
* Filing of medical certificate, timesheet and other stuffs of the permanent staff
* In charge of BOSIET and medical certificate renewal

**Seaweld Engineering Ltd Takoradi, Western Region**

**Internship June, 2014 - September, 2014** Main Duties and Responsibilities

* Assisting in issuing of fuel coupons for vehicles
* Receiving and registering letters and invoices from clients.
* Assisting in distribution of stationeries and toiletries
* In charge of filing

**Wapic Insurance Company Takoradi, Western Region**

**Internship**  **June, 2013 - August, 2013** Main Duties and Responsibilities

* Regular field visits to prospect for new businesses
* Explain, promote and sell a range of product and services that meet the needs of customers
* Assist in customer relationship building and management
* In charge of filling insurance forms

**KEY SKILLS**

* Proficient with Microsoft word, Excel, Power point, SPSS, Eviews and Stata
* Have excellent innovative and interpersonal skills
* Ability to work with little and no supervision
* Fast learner, innovative and ability to work individually and as a team
* Data analysis and interpretation, Economic Analysis, problem solving and Marketing.

**INTEREST:** Listening to music, cooking, watching live football matches and making friends

**REFEREES**

Mr. Precedence Adam Mensah

Director of Operations

Diplomats Transport Company

Takoradi

Email:precedenceam@gmail.com

Mobile: 0243205658

Dr. Solomon Sika Bright Lecturer

Department of Sociology and Anthropology,

University of Cape Coast

Email:sikabright@yahoo.com

Mobile: 0244-985804

Mr. Dennis Adrah

Deputy Operations Manager

Seaweld Engineering Ltd

Takoradi

Email:dadrah@seaweldghana.com

Mobile: 0501326943