

Desmond Teye Kwadjo

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WORK EXPERIENCE

Enterprise Computing Limited

Business Development Officer

Tema, Ghana.

June 2022 - present

- Generating sales lead.
- Prospecting new clients and maintaining relationships with existing ones
- Opening and closing deals
- Liaising with the technical team to train new clients

Nestle Ghana Limited

Sales Analyst

Dzorwulu, Ghana.

Nov. 2021 – June 2022

- Engaged Regional Sales Managers and Field Sales Supervisors on customer payments.
- Reconciled actual payments against planned payments.
- Liaised with Bankers to resolve delayed payments and bank guarantee letters for credit purposes.
- Prepared provisions for Customers and Sales expenditure items.
- Reviewed expenditure items as against approved budgets.

Daddy's Foods

Sales Manager

Tema, Ghana.

May 2020 - present

- Devising marketing strategies to maximize sales.
- Prospecting new clients and maintaining relationships with existing ones.
- Liaising with suppliers and delivery operators to ensure timely delivery of orders
- Handling clients' objections, reports and providing prompt feedback

Starlife Assurance

Sales Executive

Tema, Ghana.

August - September 2020

- Devised sales strategies for five individual insurance products of the company.
- Negotiated sales contracts with clients.

Ghana National Petroleum Corporation

Risk and Insurance Assistant

Tema, Ghana.

July - August 2019

- Prepared and processed travel insurance documents for staff members.

Ferfed Business Consult Limited

Sales Analyst

Tema, Ghana.

June - September 2018

- Negotiated Sales Contracts with clients
- Designed documents for policy marketing

EDUCATION

Kwame Nkrumah University of Science and Technology
Bsc. Actuarial Science

Kumasi, Ghana.
Sept 2017 - August 2021

Mfantsipim School
WASSCE Certificate, General Science

Cape-Coast, Ghana.
Sept 2014 - May 2017

LEADERSHIP EXPERIENCE

Independence Hall, KNUST
Vice President and Welfare Head

Kumasi, Ghana.
April 2019- May 2020

- Together with my team, raised an amount of GH¢ 25,000 to help organize a mega hall week.
- Liaised with management of the hall to reinstate the hall bursary for needy students.
- Co-ordinated the activities of all dependent sub-committees and set-up new committees to meet specific needs

National Union of Ghana Students, KNUST
Public Relations Officer and Publicity Head

Kumasi, Ghana.
November 2020 - May 2021

- Together with my committee, organized all programs for the union.
- Publicized all programs of the union.
- Led the team on medical outreaches to deprived communities.

SKILLS

- Microsoft Office Suite - Proficient
- Multitasking and Problem Solving - Proficient
- Creativity and Results Oriented - Proficient
- People Management and customer service – Proficient
- Python and R - Basic
- System Application Product (SAP) - Working knowledge

AWARDS AND ACTIVITIES

- Ghana National Petroleum Corporation Scholar – Ghana National Petroleum Corporation (2017-2021)
- Outstanding Executive-National Union of Ghana Students (August 2021)
- Child Education Facilitator- Share Foundation Ghana (2017-Present)

INTERESTS

Capacity Building opportunity through Volunteering, Cooking and Travelling