

RICHARD ESSUMAN

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OBJECTIVE

A professional detailed team player with over two (2) years working experience in Laboratory Set-up and Operations and Data Entry. Securing a challenging position in a reputable organization to expand my learnings, knowledge and skills and also secure a responsible career opportunity to fully utilize my skills and training. I am ready to apply my critical thinking and professional training and knowledge to make a significant contribution to the success of your company.

SKILLS & ATTRIBUTES

- Critical and Analytical Thinking.
- Investigative and Problem-Solving Skills.
- Time Management Skills.
- Excellent Communication Skills.
- Teamwork Skills.
- Patience and Attentive to details.
- Comfortable Working Independently with Minimal Supervision.
- Ability to Multitask effectively.

EXPERIENCE

Data Entry Verification Officer

Acreaty Ghana Limited

Apr 2021 – Jul 2022

- ◆ Conduct pre-scan assessment of documents.
- ◆ Assists in the preparation of materials for data capturing.
- ◆ Assist in checking accuracy of scanned documents and correcting them as may be required.

- ◆ Verify accuracy of data from designated sources before entering it into the system.
- ◆ Combine and rearrange data from source documents and transcribe given information into electronic formats.
- ◆ Collect and park documents after scanning to the allocated hold area(s).
- ◆ Perform any other related duties as may be assigned.
- ◆ Delete incorrectly posted or obsolete data and re-enter correct information.
- ◆ Scan documents and ensure that they are associated with other pertinent data within the system.
- ◆ Identify, label and organize electronic storage media and ensure that both security and confidentiality is maintained on a constant basis.

Laboratory Scientist (National Service)

Ga-North Municipal Hospital

Sep 2019 - Dec 2020

- ✓ Conducting and supporting scientific investigations and experiments.
- ✓ Planning, setting up and undertaking controlled experiments and trials.
- ✓ Recording and analyzing data.
- ✓ Demonstrating procedures.
- ✓ Collecting, preparing and or testing samples.
- ✓ Maintaining, calibrating, cleaning and testing sterility of the equipment.
- ✓ Writing reports, reviews and summaries.
- ✓ Supervising staff.
- ✓ Utilizing microscopes, cell counters and other high-precision lab equipment.
- ✓ Establishing quality assurance programs to monitor and ensure the accuracy of test results.

Office Administrator (Internship)

Ghana Audit Service

Jun 2017 - Sep 2017

- ✎ Assigning barcodes to documents, sorting and filling them.
- ✎ Overseeing clerical tasks, such as sorting and sending mail.
- ✎ Keeping an inventory of office supplies and ordering new materials as needed.
- ✎ Maintaining files.
- ✎ Answering phone calls.
- ✎ Taking and delivering messages.
- ✎ Data entry and collection.

- ☞ Record keeping.
- ☞ Customer service.
- ☞ General office duties.

Sales Executive (Internship)

Airtel Tigo Telecommunications Network

Jun 2016 - Sep 2016

- Customer service.
- Data collection.
- Supervising and managing fellow staff.
- Used consultative sales approach to understand customer needs and recommend relevant offerings.
- Coordinated efficient restocking of sales floor with current merchandise and accurate signage for current promotions.
- Offered each customer top-notch, personal service and polite support to boost sales and customer satisfaction.
- Pursued resolutions to achieve complete customer satisfaction including tracking down hard-to-find merchandise at diverse locations.
- Maintaining accurate records.

EDUCATION

Software Engineering (In progress)

Candidate/Student- Codetrain Software Training Institute

Present

B. Sc (Biology) in Animal Science and Conservation Science and Botany

University of Ghana, Legon

2015 - 2019

WAEC WASSCE – General Science

St Thomas Aquinas Senior High School

2011 - 2014

REFEREE(s)

Available upon request