**Curriculum Vitae**

**Bernard QUAYE**

Phone + 233 (0) 20 849 0559 Email:bernie7485@yahoo.co.uk

***SUMMARY***

Mid-level Senior Officer with vast corporate experience ranging from Financial Administration, Human Resource Management, Team Leadership and General Administration. Currently seeking a Senior Management role in a reputable organization where I can maximize my competencies.

***Relevant Professional Experience***

**Feb. 2014 – Till date Senior HR & Administrative Officer Bouygues Construction (GH) Ltd**

* Coordinate Recruitment and Selection of employees
* Handles Correspondence
* Handles Performance Management
* Manages and maintains staff records
* Manages the pool of company Vehicles
* Training and Development

**Jan. 2011 – Jan. 2013 HR & Administrative Officer Berock Ventures Ltd**

* Assisted in Recruitment of Staff
* Training and Development
* Handles Correspondence
* Handles Transfer of Staff
* Manages the pool of company staff
* Handles staff welfare Matters

**Jan. 2008 – Dec. 2010 Administrative Officer Ghana Libyan-Arab Holding Co. Ltd**

* Handles Correspondence
* Managed the pool of company vehicles
* Manages the filing system
* Assisted the recruitment of staff
* Managed and maintained employee records

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**Nov 2004 – Dec 2007 Administrative Officer National Banking College**

* Managed and maintained personnel records
* Assisted in handling correspondence
* Managed the pool of company vehicles
* Handled staff leave matters
* Managed the filing system

**Aug 1998 – July 2001 Customer Service Executive Camb Trading Company Ltd**

* Handled all customer enquires
* Ensured the quick delivery of clients orders
* Handled all customer complaints
* Any other duty assigned

***EDUCATION AND ACADEMIC QUALIFICATIONS***

Aug 2012 – May 2014 Executive Masters in Business Administration – KNUST

Aug 2001 –May 2004 BSc Administration (HR Option) – University of Ghana

***KEY SKILLS AND COMPETENCIES***

* Leading by example, providing clear Management and Leadership
* Self-motivated with the ability to work on my own initiative
* Ability to come up with own ideas to take the company forward
* Able to motivate a team and have excellent people management skills

***ACHIEVEMENTS***

* Member of a team put together in drafting a Human Resource & Admin. Manual
* Ensures high administrative principles are adhered to
* Recruitment and Development of quality staff for the organization

***TRAINING PROGRAMMES ATTENDED***

* Supervisory Skills for effective Administration – Ghana Employers Association
* Human Resource Skills in Banking and Finance
* Managing People effectively – Ghana Employers Association

***ADDITIONAL SKILLS***

* Strong Interpersonal Skills
* Ability to work under pressure
* Ability to work in teams

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***HOBBIES***

* Listening to music
* Watching and playing Soccer
* Reading books on Management and Leadership
* Watching Movies

**REFERENCE: Available upon Request**

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