

AFETORGBOR NIMROD BLESS
OBRA PLAZA
ADJACENT GA SOUTH MUNICIPAL ASSEMBLY
MOBILE PHONE. +233248179978 / +233277271277
EMAIL : NIMBLASE44@GMAIL.COM

PERSONAL PROFILE

A Self-motivated and energetic young man, excellent in communication, strong leadership and interpersonal skills, analytical, mind driven and determination to work for necessary number of hours to achieve results and meeting targets with less or no supervision.

EDUCATION AND QUALIFICATION

All Nations University, Koforidua (Ghana) 2014- 2018

Bachelor's Degree, Bachelor of Business Administration, (HRM)

Courses studied include, Research Methodology, International Business, Recruitment and Selection, Project Management, Labour Relations and Collective Bargaining, Stress Management, Strategic Management, Employee benefits, International human resource management.

Benrud I.T Services, Assin Fosu (Ghana) 2009

Diploma in Computing

WORK EXPERIENCE

Sales coordinator and General administration June 2022 - Present
JAA Mission Ventures, Kasoa (Ghana)

Distributors of tasty tomatoes and Gino tomatoes pastes
Sales coordinator and General Administration

1. Training sales staff and ensuring staff meets their quotas and goal.
2. Collaborating with other departments to ensure sales, marketing, queries and deliveries are handled efficiently.
3. Developing and maintaining filing systems so as to maintain sales records, prepare reports and provide financial information to the finance department.
4. Ensuring the adherence to laws, regulations and policies.

5. Making the company's products and services as attractive to potential customers as possible.
6. Maintaining a high level of confidentiality.
7. Facilitating effective disciplinary procedures.
8. Facilitating of regular employee engagement.
9. Being actively involved in recruitment by preparing job description and managing the hiring process
10. Provide counselling on policies and procedures when the need arises.
11. Educate employees on company benefits and rewards.
12. Facilitate effective communication between management/departments heads and employees.
13. Determine and negotiate for compensation and appropriate remuneration for staff with outstanding performance.
14. Maintain employee records and update as needed.
15. Support current and future business needs through the development, engagement, motivation and preservation of human capital.

Butler
May 2022

Sept 2021 -

Safari Valley and Eco Resort, Adukrom (Ghana)

1. Stock Inventory
2. Weekly stock reports/analysis.
3. Serve drinks to guest
4. Run errands for guest when necessary.
5. Having a deep knowledge of all hotel amenities for the guest
6. Attending to guests.

General and Logistics Manager

Mar 2020-July 2021 Damfo Capital Ventures, Takoradi (Ghana) Haulage and Transportation

1. Optimizing opportunities- fine tuning business strategies in order to improve efficiency and reducing of costs. Also searching and bringing on new business ideas to the company.
2. Logistics and freight control-being in charge of all heavy duty articulator vehicles as well as the management of their spare parts and knowing where each truck is at any time frame
3. Obtaining of loading permit for the trucks-getting a loading permit from Diamond Cement Takoradi for each vehicle of Damfo capital ventures and ensuring that the right product is loaded with the required weighing scale.

4. Ensuring that the trucks are in good condition before they set off.
5. Presenting vat and cheque to management for appropriate decisions making.
6. Weekly reports- submitting weekly reports on each vehicle and the loaded products and conditions of each vehicle and also submitting of financial reports as to which cheque is ready to be presented to the bank.
7. Ensuring that each vehicle is able to meet the required number of trips in the week and by end of month.
8. Determine and negotiate for compensation and appropriate remuneration for staff with outstanding performance.
9. Maintaining a high level of confidentiality.
10. Facilitating effective disciplinary procedures.
11. Facilitating of regular employee engagement.
12. Being actively involved in recruitment by preparing job description and managing the hiring process
13. Provide counselling on policies and procedures when the need arises.
14. Educate employees on company benefits and rewards.
15. Facilitate effective communication between management/departments heads and employees.
16. Drafting and implementing the HR policies and procedures.
17. Maintain employee records and update as needed.
18. Ensure employees have their personal protective equipment put on at all times

HR Officer/Sales Coordinator

Third Force Ghana, Asamankese (Ghana)
Mar 2020

May 2018 -

Distributors of Nestle Ghana, Pz Cussons, Dano Milk, Promasidor Ghana Products

1. Ensuring adherence to the company laws, regulations and policies
2. Making the company's products and services attractive to all and potential customers
3. Getting to know the customers and their line of business and the challenges they face
4. Develop training and development programs for the staff
5. Support the management with disciplinary and grievance issues.
6. Provide counselling on policies and procedures to staff.
7. Organize staff for training.
8. Ensure employees have their personal protective equipment put on at all times

9. Determine and negotiate for compensation and appropriate remuneration for staff with outstanding performance.
10. Maintaining a high level of confidentiality.
11. Facilitating effective disciplinary procedures.
12. Facilitating of regular employee engagement.
13. Being actively involved in recruitment by preparing job description and managing the hiring process
14. Provide counselling on policies and procedures when the need arises.
15. Educate employees on company benefits and rewards.
19. Facilitate effective communication between management/departments heads and employees.
20. Drafting and implementing the HR policies and procedures.
21. Maintain employee records and update as needed.
22. Support current and future business needs through the development, engagement, motivation and preservation of human capital.

**National Service
2019**

Sep 2018-Aug

Ghana Education Service Ayensuano District

1. Filling of documents
2. Attending to guests
3. Running errands for supervisors when necessary
4. Assist in other HR-related duties.

Volunteer Work

May 2016-Feb, 2018

4-H GHANA. NON GOVERNMENTAL ORGANIZATION IN KOFORIDUA

That is into health care in the various communities and agriculture in various schools in the Eastern Region.

Field officer

1. Deputizing for the projects coordinator when he is absent.
2. General human resources duties.
3. Events organization.
4. Venue search for outreach programs.

Additional Skills

Search engine optimization, Confident with the use of IT and statistical packages such as PowerPoint, Excel and Word.

INTERESTS

Watching football, reading, watching movies and cooking.

REFEREES

Isaac K. Asihene
Territory Sales Manager
GB Foods, Accra
0242752511

Dr. Frank Boakye
Lecturer
All Nations University, Koforidua.
Tel:0243176439

Mr. KOFI AFARI ROBINSON.
SERVICE AND BUTLER MANAGER.
SAFARI VALLEY AND ECO RESORT.
E-MAIL: KOFIROBIN88@GMAIL.COM
TEL: 0242520491