# GEORGE OFORI-NTI

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# SUMMARY

Success-driven Economics graduate with over 6 years progressive experience in a wide range of negotiations, human relations, credit, sales, marketing, data entry, data analysis, teaching, ICT, accounts and administrative roles. My career mission is to become an excellent business executive with focal point on efficient, effective usage and management of financial economy.

# EDUCATION

2007 – 2011 **Bachelor of Arts, University of Ghana**

 Economics with Political Science

2003 – 2006 **Kumasi Academy, Asokore Mampong**

 WASSCE (Economics, Geography, Mathematics &Government)

# AREA OF EXPERTISE

* Economics
* Credit
* Administration
* Warehousing
* Information Technology
* Finance & Auditing
* Sales
* Cost Analysis
* Human relations
* Human resource Management

# EXPERIENCE

**May 2018 – February 2019:** **Enumerator (Ghana Statistics Service, GCA)**

* Listing of household members in a given Enumeration area
* Reporting of field issues to the supervisor
* Administering of questionnaires for core Agricultural households and institutions.

**March 2016 – April 2018**: **Admin. Executive (E K Bonsu Limited)**

* In charge of staff leave management, staff loan applications, staff lunch schedules.
* Processes/maintain accurate records on all claim payments to staff (outstation and weekend allowances, medical claims, lunch and transportation claims
* Ensures monthly receipt and filing of attendance forms or timesheets for all off- head office site workers, permanent and non-permanent.
* Ensures accurate records of all employees including permanent, contract and temporary employees
* Administers and Manage leave, medical, HR Forms to Staff and other benefits
* Help Produce professional quality reports, presentations and briefs.
* Serve as a custodian of company asset and tools.
* Develop and carry out an efficient documentation and filing system for both paper and electronic records.
* Initiation of repair and maintenance of company asset and tools.
* Served as primary solution for all IT issues.

**August 2012 – February 2016**: **Credit Officer (Bethel Methodist Credit Union, Kumasi)**

* Meet with Applicants to Determine Loan Needs
* Gather Loan Information Based on Specific Loan Needs
* Analyze and Verify Applicant Financial Information
* Explain Different Loan Options Available to Applicants
* Ensure Loan Terms Comply with Government Regulations
* Ensures periodic payment of Loans issued
* Undertaking Auditing of Mobile Bankers
* Served as a system administrator

**October 2011 – August 2012**: **Teacher (**Kwahu Ridge S.H.S, Obo Kwahu.E/R**)**

 **National Service)**

* Teaching Economics and Core Mathematics
* Helping in other administrative and sports activities

**June 2010 – September 2010**: **Admin. Internship (Atwima Kwanwoma District Assembly)**

* Assisting in Administrative and executive work.

# ADDITIONAL CERTIFICATES OBTAINED

June 2011 **Certificate in Introduction to Computers, Windows and Internet**

 University of Ghana ICT Directorate

May 2010 **Certificate in computer intermediate**

 University of Ghana ICT Directorate

March 2010 **Certificate in Statistical Package for the Social Sciences (SPSS)** University of Ghana P. Science Dept.

**OTHER EXPERIENCE AND ACTIVITIES**

# skills

* Good Knowledge in company, work and resident permit registrations/regulations
* Excellent working knowledge of internet, Microsoft Office Applications.
* General Knowledge in SPSS, Sage and Tally
* Excellent communication, organizational, report writing and analytic skills and enhanced work ethic.
* Proven ability to work both independently or in team environments.
* Speaks English & Twi.

# REferences

**To be provided upon request**