

SAMUEL FRIMPONG

TARGET: ACCOUNT OFFICER AND HUMAN RESOURCES MANAGER

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SUMMARY

I am well-organized, ambitious, enthusiastic, charismatic and excellent person who has the ability to work well under pressure with little or no Supervision, a good inter-personal relationship, Excellent communication skills, Good team leader with ability to mobilize people and highly innovative, creative, proactive and focused.

EDUCATION BACKGROUND

YEAR	INSTITUTION	CERTIFICATE
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2023-2025	SUNYANI TECHNICAL UNIVERSITY	HND COMPUTERIZED ACCOUNTING
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2015-2018	JUABEN SENIOR HIGH SCHOOL	WASSCE
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2009-2011	JUABEN R/C JUNIOR HIGH SCHOOL	BECE
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EXPERIENCE

2023 SEP – DEC: GHANA EDUCATION SERVICE, JUABEN-A/R
(INDUSTRIAL ATTACHMENT)

POSITIONS: ASSISTANT ADMINISTRATOR (REGISTRY)
DEPUTY HUMAN RESOURCE MANAGER

DUTIES: DISPATCH/RECEIVING LETTERS
REGISTERING NEW ENTRANTS
FILLING OF DOCUMENT
PREPARING OF MONTHLY REPORT

2020-2021: GHANA EDUCATION SERVICE, JUABEN-A/R

POSITION: GENERAL SECURITY GUARD

DUTIES: PROTECTING GOVERNMENT PROPERTIES

OBJECTIVES AND HOBBIES

Seeking for employment where I can utilize my innovative skills to create solutions for corporate growth and profitability.

HOBBIES

SWIMMING AND PLAYING FOOTBALL
WATCHING MOVIES
ATHLETICS

SKILLS

COMPUTER LITERACY - MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT)
ACCOUNTING SOFTWARE (TALLY PRIME)
TEAM MANAGEMENT
ACCOUNTING WITH SPREADSHEET APPLICATION

REFERENCES

MR. DICKSON NSIAH BOAHENE

HUMAN RESOURCES MANAGER

GHANA EDUCATION SERVICE

JUABEN-ASHANTI

TEL: +233244971710

MR. GUSTAV KAFUI DAGADU

HOD OF FINANCE AND ADMINISTRATION

GHANA EDUCATION SERVICE, JUABEN-A/R

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MISS IRENE SERWAA ADDO

PRINCIPAL ADMINISTRATIVE OFFICER

GHANA EDUCATION SERVICE, JUABEN-A/R

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