

# ERIC SEKYERE

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## CAREER OBJECTIVE/SUMMARY

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It is my fervent desire to secure a responsible career opportunity to fully utilize my trainings and skills, while making a significant contribution to the success of any institution I find myself working for and to expand my learnings, knowledge and skills. I am highly motivated to offer the highest quality of service with a complete focus on safety, environment and health issues.

## PERSONAL PROFILE AND KEY SKILLS

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- Effective team player with exceptional interpersonal and communication skills.
- Leadership skills
- Time conscious
- Highly flexible and can easily adapt to change
- Result driven achiever, able to separate work from pleasure.
- Friendly and Open-minded
- Strong independent learning ability.
- Self-motivated, innovative and enjoys new challenges.
- Computer literate (Word, Excel, PowerPoint, Internet).
- Good problem-solving skills
- Safety conscious

## WORK EXPERIENCE

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### **BARISTA**

*Starbucks (Alshaya Group) – Kuwait*  
*July, 2022 - Date*

### **SECRETARY**

*KellyB Motors*

*October, 2020- February,*

*2022*

- Maintaining effective records and administration
- Working in receptionist capacity to welcome clients, customers, and visitors with greetings
- Scheduling meetings, distributing messages and directing phone calls
- Assisting executives with company project and tasks
- Ensuring products/commodities are in good condition for sale
- Maintaining and ordering office supplies

### **NATIONAL SERVICE PERSONNEL**

*Ministry of Trade & Industry*

*September, 2019 – August, 2020*

- Support in the collation of trade data for trade and industrial analysis.
- Writing and distributing of memo and reports
- Securing and organizing meeting space
- Provide effective supervision and lead role to colleague service Personnel
- Ensuring the welfare of personnel and their full compliance to the work ethics of the Ministry

### **DIRECTOR**

*Awesome Journey (AJ) Transport*

*December, 2017 – May, 2019*

- Supervising transportation projects, monitoring performance, research workflow processes, conduct strategic meetings with stakeholders, administer the budgeting process, and ensures programs comply with school, state and federal regulations.
- Complete daily pre and post trip verification of damages or injuries checklist to report any need resolutions.

- Performing financial report analysis
- Ensuring transport is in good condition to convey clients
- Prepare work assignments and relate payroll records for assign operators and monitors and all other transportation staff.

### **WORK EXPERIENCE (Cont.....)**

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#### **MANAGER**

*Mark GAS Company Ltd.*

*March, 2015 – August, 2015*

- Ensuring all safety protocols are met before and after discharge of products
- Recording daily tank volume and density before and after work
- Supervise the maintenance, and repair of machinery
- Managing the workflow and providing practical and technical training to new hires
- Tender in daily financial and general reports to the Director
- Helping to resolve employee issues and disputes amongst customers at the workplace
- Ensuring daily sales are met and submitted to the bank

#### **STATION MANAGER**

*KI Energy Limited*

*May, 2014 – February, 2015*

- Ensuring all safety protocols are met before and after discharge of products
- Recording daily tank volume and density before and after work
- Supervise the maintenance, and repair of machinery
- Managing the workflow and providing practical and technical training to new hires

- Tender in daily financial and general reports to the General Manager
- Helping to resolve employee issues and disputes amongst customers at the workplace
- Ensuring daily sales are met

## **EDUCATIONAL BACKGROUND**

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### **BSC (Hons) CHEMISTRY**

*Kwame Nkrumah University of Science and Technology  
Ashanti Region – Kumasi  
Ghana*

*2015 - 2019*

### **GENERAL SCIENCE**

*Berekum Presbyterian Senior High School  
Berekum-Bono Region  
Ghana*

*2009 – 2013*

## **LEADERSHIP EXPERIENCE**

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- Presidential Aspirant of National Service Personnel Association- (*Accra Metro*), 2019/2020 year batch
- President of National Service Personnel (*Ministry of Trade and Industry*), 2019/2020 year group
- Deputy Electoral Commissioner-College of Science (*KNUST*), 2018/2019 Academic Year
- Member of KNUST Student Parliament (*KNUST*), 2017-2019
- Committee member for Cassava Industrialisation Project, Automotive Policy and Pharmaceutical Industrial Hub Policy.
- **EMPRETEC** Entrepreneurship Training, Civil Service Training Centre, Accra, Ghana (**Event Coordinator**), Nov. 2019

## **RESEARCH WORK**

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Synthesis of Pani/Zeolite Adsorbent: Adsorption and Kinetic Studies (Unpublished),  
*Level 400, January-May, 2019.*

### **WORKSHOPS ATTENDED**

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- Pharmaceutical Industrial Workshop, Alisa Hotel-Accra. Ghana, March, 2020
- Africa's Young Leaders and Entrepreneurs Summit (Success Africa 2016), Oct. 2016.

### **KEY SKILLS AND INTERESTS**

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- Volunteering, public education and community involvement
- Capable in the use of Microsoft Office Suites (Word, PowerPoint, Excel) and Email
- Digital marketing and advertising skills
- Superb organizer and problem solver
- Researching
- Sports

### **LANGUAGES**

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- **Twi**  
*Native Language*
- **English**  
*Professional Proficiency*

## REFERENCES

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**Mr. Kwasi Ofori-Antwi**

Team Leader

Ministry of Trade and Industry

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