



# SETH WIAFE

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## SUMMARY

**PERSONALITY PROFILE** Hardworking professional who welcomes challenges, Quick learner with an analytical mind to work without supervision. Able to work under pressure with the skills to grasp issues Motivated to excel in responsibilities Good working relationship with colleagues and good interpersonal relations Excellent communication & negotiation skills Have a strong project management, operations management, marketing, communication, administration and market research skills. Highly innovative, passion for fund raising and project proposal writing. I have proven strategic management, client relationship management, sales, marketing, Operations and logistics, negotiation and recovery of loans through best practice and people management. My goal is to achieve an enviable feat that would glory not only to myself but also to my would be employer.

## SKILLS

- Profit Growth Strategies
- Project Management
- Client Administration
- Business Efficiency Expertise
- Data Review
- Utilization Reviews
- Employee Motivation
- Trend Modeling
- Planning & Organizing
- Friendly, Positive Attitude
- Good Work Ethic
- Reliable & Trustworthy
- Team Building
- Training & Development
- Microsoft Office
- Data Management
- Supervision & Leadership
- Maintenance & Repair
- People Skills
- Critical Thinking
- Conflict Resolution
- Relationship Building
- Problem Resolution

## EXPERIENCE

### LOGISTICS AND WAREHOUSE MANAGER, January 2013 - May 2024

#### lynbrok Company Limited- GHANA

- Inventory control & Keeping staff fully trained
- Maintaining health and safety standards & Maintains warehouse safety and security
- Oversee goods receipt and dispatch & Oversee receiving, warehousing and distribution operations
- Supervising warehouse environment & Determine staffing levels and assign workload
- Managing budgets ,Organizing stocks , Supervising and training
- Client and supplier relations & Ensure safety of staff
- Implement operational policies and procedures
- Implementing safety protocols & Ensuring goods are stored safely
- Keep detailed records of warehouse activities
- Maintaining statistical and financial records
- Plan the logistics strategy & Processing orders
- Space management & Communicate job expectations and coach employees
- Develops and trains warehouse employees & Enforcing company rules and regulations

**MANAGEMENT CONSULTANT, 08/2020-2024****Bayview Village Limited, Accra, GH**

- Optimized management roles, facilitated communication and adjusted culture to be more open and productive.
- Evaluated internal systems and prepared training initiatives to mitigate ongoing problems.
- Assisted with the development of forward-thinking and effective operational policies to address changing needs.
- Generated thorough and useful reports for use in business decision making.
- Documented research findings and prepared polished reports highlighting results and potential improvement strategies.
- Involved in recruiting and hiring processes to bring on board team members with exceptional aptitude, skill levels and expertise.

**CLERK, 07/2016 - 12/2017****Of Works, Pentecost International Worship Centre, Accra, GH**

- To assist in ensuring that all documentation and tendering procedures are undertaken efficiently, effectively and in accordance with approved procedures
- To liaise with stakeholders in order to minimize disruption to works and to ensure that all project programmers are established and complied with
- Liaise with the Project Architect and/or Estate Committee to ensure that construction work programmers are followed efficiently and effectively
- Check drawings for any discrepancies or errors in dimensions/detail and compare with Bills of Quantities and report possible problems/discrepancies for review and subsequent resolution
- Undertake inspection of site works, ensuring that the work is executed to the standard specified by the design team, Bill of Quantities and also that work complies with current building standards
- Monitor continually standards of work and attendance on site for testing/commissioning of equipment such as air/smoke tests on pipes/sewers, building services etc
- Maintain records and undertake associated administration duties e.g
- Issue Clerk of Works directions, compile progress reports, and attend site meetings
- Monitor the contractors' progress against the works programme, record any deviation from the schedule and keep the Estates Committee regularly informed
- Followed confidentiality rules to preserve data quality and reduce potential information compromise.
- Trained office professionals on administrative procedures to keep file handling consistent and accurate.
- Observed deadlines, enabling timely completion of tasks.
- Coordinated office activities to streamline operations and promote compliance with organizational policies.

**HEAD BEIGE BUSINESS SOLUTIONS, 11/2010 - 07/2012****Beige Capital, Accra, GH**

- Responsible for the formulation of policies and procedures for the logistics department which has oversight responsibilities over fleet management, procurement Management, Facilities management and Transactional support services
- My key responsibilities included but not limited to the following
- Formulate a procurement policy manual to regulate and stream line the procurement process
- Manage and maintain all the company's assets
- Manage procurement of stocks and recommend to management appropriate items to procure
- Manage the central stores
- Manage the company's fleet and Drivers- (60 vehicles with 30 drivers)
- Manage all transactional support services from the credit department
- Manage clearing of goods and cargo at the port and ware housing
- Over sight responsibility on new business development
- Oversight responsibility on Administration (Insurance)

## **HEAD OF ADMINISTRATION, 01/2009 - 06/2010**

### **Opportunity International Savings and Loans Ltd, Accra, GH**

- Overall responsibility for the management of the Administrative department of the Bank in Ghana a network of 62,000 client accounts and 18 branches
- The key role of managing the Administration of the banks activities from the Head office to the branches
- In addition to the day-to-day management of the branches needs, the role of the Administrative Manager includes the following :
- Responsible for the daily Administrative functions of the financial institution with four direct reports namely the fleet manager, procurement manager, facilities manager and general services manager;
- Responsible for the management and maintenance of all the facilities ranging from Air conditioners, Generators and all the operational equipment of the bank, these facilities included 18 branches and the head office;
- Responsible for procurement of all company assets i.e
- Vehicles, printing and stationary, contractual and consultancy services at the bank;
- Responsible for security and safety of the staff and all the banks' assets
- Working closely with C- level employees, played a key role especially in the marketing campaign and news bulletins
- Responsible for the management of the bank's vehicles ( 50) with 24 drivers -) came up with a maintenance schedule to ensure strict maintenance .implemented a complete fleet management system and drivers training

## **FACTORY MANAGER, 03/2003 - 12/2008**

### **Voltic Sachet Plant Cape Coast, Capecoast, GH**

- Overall responsibility for the creation of an aggressive market for the product in a competitive environment in the central region; The key role was to set up a production plant, market the product through the application of a strategic communication marketing approach
- In addition to the day-to-day management of the Plant the role of the Factory Manager included the following :
- Relating with statutory and regulatory authorities to obtain necessary approvals for the production and marketing of the sachet water;
- Managing the strategic objectives of the factory's operation in line with Group strategy of Voltic Ghana Limited;
- Defining the overall business goals and objectives for the factory's operation;
- Ensuring alignment of operating plans with overall Group strategy;
- Approving business unit direction and strategies;
- Making decisions on operating plans and budgets;
- Tracking and managing the factory's strategic and business performance against plan;
- Attended regular training sessions to increase machine operating skills.
- Moved items between machines, conveyors and transport equipment to meet production needs.
- Sorted and packaged products to prepare for processing or shipment.
- Identified and solved complex problems that impacted management and business direction.
- Strategized long-term business needs and applied customer feedback for process improvements.
- Cultivated culture of lean manufacturing and continuous improvement while providing operational leadership.
- Learned how to respond to emergency situations to prevent personal injuries and property damage.
- Identified staffing and capital needs, collected relevant data and wrote justifications for established needs.
- Assessed production schedules and orders to plan material requirements and worker activities.
- Diagnosed and performed troubleshooting for problems with gas collection systems.

## **EDUCATION AND TRAINING**

Hunan Polytechnic, China, 05/2015

Certificate in Engineering Machinery Application, and Maintenance

University of Ghana, Ghana, 07/2010

B.A Communications Studies: Communications- Public Relations

Ghana Institute Journalism, Ghana, China, 01/2001

Diploma: Public Relations and Advertising

## ACTIVITIES AND HONORS

Prisons Coordinator The Church of Pentecost (2004-2008) Cape Coast Member Prisons Ministry- Piwc-Atomic Head Prefect in 1997- Ghana National College Cape Coast. Member of the school's choir, football, table tennis and hockey teams 12.

## INTERNATIONAL TRAINING

## ACCOMPLISHMENTS

- I have undergone attachments and received training in Machine application and Maintenance.
- Vehicle maintenance procedures, types of cranes and its Specific usage, truck mounted pumps and its operations and maintenance, General machinery operations and maintenance, fault detections, Engine Management, Computer fundamentals (Electronic diagnostics), Vehicle repair management, Knowing your Vehicle and Safety at the Workshop 13.

## LOCAL TRAINING

- At the local front, I have received training from Opportunity International Training Centre in such areas as logistics and supply chain management, marketing communication, and operations management.

## COMPUTER LITERACY

- I have proficiency in the use of Word, Excel, Power Point etc and diagnostics soft wares.
- Autel Maxisys Pro, (Ford, GM, Nissan etc.) Xtool's iobd2mini, TIS Techstream (Toyota) SDD JLR V142 (Jaguar, land rover).

## REFERENCES .

REFEREES 1. Justice Eric Kyie Baffour Appeals Court Judge Tel: 0243507350 Ericbaffour2001@yahoo.co.uk 2. Dr. Stephen Duah Yentumi Former Dep. Resident Representative UNDP, Ghana. Tel- 00244579132 Email: sduahyentumi@yahoo.com

## INTERESTS

THE PENTECOST CHURCH , Volunteer Administrator Piwc- Atomic- Accra ( November 2016 to date) Chairman-Instrument Committee of The Church Of Pentecost (2004-2008) Cape Coast Assistant Witness Leader, The Church of Pentecost ( 2004-2008) Cape Coast

## ADDITIONAL INFORMATION

- 6. SPECIFIC ACHIEVEMENTS , Awarded a 3-year scholarship at the senior secondary school Awarded the best student in religious studies in 1996 7. POSITIONS HELD IN