**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name : FORSON ACHEAMPONG

Date of birth 20th April 1994

Nationality Ghanaian

Gender Male

 Occupation warehouse operations/Housing coordinator

Marital Status Single

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Passport. G1687487

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| **Summary** |
| An experience Security Officer and customer service personnel with a proven track record in both security and safety management and control, Familiar with code of conduct, Access control, fire extinguishers, risk assessment and identification of hazards and risk control, promoting good HSE standard, policies and procedures. **Objective;**Working in an environment where I will fully utilize my ability, knowledge and skills to ensure that the organization/ company achieve its objectives efficiently and effectively. My main career objective is to perform my duties and responsibilities with knowledge and integrity needed, and to use my skills and abilities effectively to promote a peaceful and secure atmosphere. |
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| **Work History & Experience** |

Abdulla Abdulghani & brosDec 1st 2013 – Sept 21st, 2017Security officer* Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
* Obtains help by sounding alarms.
* Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
* Controls traffic by directing drivers.

**Trainings**(2013) **Qatar International Center for Safety & Security**Security officer training course(2013) **Civil Defense Administrative Affairs Dept**Fire fighting CourseTOYOTA QATAR CPD :October 21st 2017 till now JOB TITLE:PARTS PICKER & DATA ENTRY /*SPARE PARTS COORDINATOR* Duties:1.Picking parts and supplies 2.Packing and offloading3.Checking and updating in the computer system 4.Junior Parts Salesman,familiar with Sap systems5.Storekeeper **Audi Automotive Accra-Ghana****March 2012 - November 2013****Job Title: warehouse operations.** **Duties**:* I was responsible for inspector & checking the new Vehicle from the port.
* I was also responsible for Vehicle Dispatcher.

**Jedi & Justin Oaks Accommodation Service Company.****June 2009-April 2011****Job Title: Procurement Office Administrative /Camp Boss** DutiesWhereby I was responsible for managing and camp issues distributing information around the offices within the company,I make sure I carry out the regular inspection of the company Accommodation in order to ensure that cleaning and maintenance has be done perfectly in the accommodation as the company rules. **Tasty Treat restaurant** **Accra –Ghana****June 2011- January 2012****Duties** and Responsibilities:* Setting up tables
* Following correct sequence of service outlined in the standards operating procedures
* Service and sales of food and Beverage in restaurant efficiently and in the most courteous manner
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| **KEducation History, Qualifications &Certification** |
| **EDUCATIONAL PROFILE** | **LA-BAWALESHIE JUNIOR BIGH SCHOOL CERTIFICATE.**Basic Education certification **2003-2005****SAINT AQUINAS SENIOR HIGH SCHOOL CERTIFICATE.** 2006 – 2008**COURSE**: Business Management**REGIONAL** **MARITIME** **UNIVERSITY**.**COURSE**:ELECTRICAL/ELECTRONIC ENGINEERING 2009-2012**CERTIFICATE:** BACHELOR OF SCIENCE DEGREE. **OTHER CERTICATE** Fire Fighting Course Ministry of Interior (Civil Defense) QatarJune, 2014**BLS/AED & FIRST AID** Basic life Support and Automated External Defibrillator (European Resuscitation Council) QatarSeptember, 2014**QICSS:QATAR INTERNATIONAL CENTER FOR SAFETY & SECURITY** Courses:Roles and responsibility of Security personnel  Responsibility of security personnel for health and safety and dealing with emergencies Communication and customer care for security personnel Key activities of security personnel **HOBBIES**Playing FootballReading Novels/ surfing on internetListening to music |

**PROFFESSIONAL REFEREES**

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