

# FRED PETER ACHEAMPONG

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## ABOUT ME

- Graduate in Computer and Business management
- Work experience in Inventory Management with Silver Star Auto Limited and Commercial Investments Limited
- Detail oriented with excellent knowledge in sales and marketing with G2A Foods & Market Limited.
- Good command over spoken and written English.

## QUALIFICATIONS

- Diploma in Computer & Business Management (United Kingdom)
- City and Guilds, Computer Software Programs (United Kingdom)
- GCE Ordinary Level Certificate (Ghana)

## PERSONAL SKILLS

- Highly organized
- Strong knowledge in Sales and Marketing
- Excellent in MS Excel, MS Word, Auto Mate and EBT
- Knowledge in General Export and Import procedures.

## EXPERIENCE

### **NOVO CINEMA, SAHARA MALL SHARJAH**

#### **Concession Attendant**

**JAN 2022 – AUG 2022**

- Greet customers in a friendly manner.
- Provide information about menu items and promotions.
- Take customer orders accurately and efficiently.
- Prepare and serve a variety of concession items such as popcorn, candy, nachos, and beverages.
- Ensure that food items meet quality and safety standards.

### **ASANTE GENERAL TRADING**

#### **PROCUREMENT SPECIALIST**

**2019 – 2021**

- Maintain relationships with existing suppliers.
- Monitor supplier performance and address any issues.
- Identify and onboard new suppliers when necessary.
- Stay informed about market trends, pricing, and new products.
- Conduct market research to identify potential suppliers and cost-saving opportunities.
- Negotiate pricing, terms, and contracts with suppliers.
- Work to secure favorable terms, including discounts and payment terms.

### **G2A FOODS & MARKET, DEIRA, DUBAI, UAE. AND ACCRA, GHANA**

#### **Storekeeper**

**2012 – 2019 (7 years)**

- Supported the Chief Operations Officer (COO) with planning and executing operational activities including setting re-order levels for products, monitoring stock levels and providing reports to COO.
- Coordinated suppliers and packaging related to export of fresh and processed farm produce to the United Arab Emirates.
- Conduct monthly stock taking and maintain detailed records.

#### **COMMERCIAL INVESTMENTS LTD, ACCRA, GHANA**

##### **Administrative Executive**

**2010 – 2012 (2 years)**

- Responsible for oversight of administrative operations and purchasing management
- Responsible for ordering and taking inventory of office suppliers, furniture and appliances
- Management of petty cash for ADHOC purchases and payments
- Perform office related and administrative tasks as assigned by management

#### **DOXA WORLDWIDE MOVERS, ACCRA, GHANA**

##### **Export Co-ordinator**

**2004 – 2010 (6 years)**

- Arrange and supervise stuffing of export containers
- Conduct checks on customs clearance documentation prior to authorizing the movement of containers to terminal loading dock.
- Ensure original bills of lading are double-checked and provide tracking updates of containers.

#### **ALL SECURITY LIMITED, CARSHALTON, UK**

##### **Security Coordinator**

**2001 – 2004 (3 years)**

- Supervised security officers, making sure that each employee had resources necessary to competently carry out his or her assigned duties
- Coordinated repairs on any security equipment that was malfunctioning
- Charged with the task of managing the use of security supplies

#### **SILVER STAR AUTO LIMITED, ACCRA, GHANA**

##### **Store Records Officer**

**1998 – 2000 (2 years)**

- Responsible for input of spare parts and transfers to service centers of Mercedes Benz franchise

#### **ADDITIONAL INFORMATION**

##### **Personal Details:**

Date of Birth: 4th June 1974

Nationality: Ghanaian

Marital Status: Married

Visa Status: Tourist visa

##### **DECLARATION**

I declare that all above facts are true to the best of my knowledge and I abide to work to the standards and company rules to prove myself as an ideal candidate.

**Fred Peter Acheampong**