



Joseph Crentsil

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🎂 08/11/1994

🌐 Ghanaian

Professional Summary

Administrative leader experienced in business operations and team oversight. Seeks opportunities to improve processes, procedures and practices. Excels with minimal supervision and decisively approaches problems.

Skills

- Recruitment Strategies
- Document Management
- Clerical Support
- Data Entry
- Payroll Processing
- Legal Research
- Policy Interpretation
- Administrative Support
- HRIS familiarity

Work History

03.2024 - Current

Assistance Manager

Joeecommerce Consults Pvt Ltd - Mohali, India

- Developed accurate sales forecasts for improved strategic planning.
- Facilitated staff training, resulting in better customer service.
- Managed team dynamics by implementing conflict resolution strategies.

06.2023 - 08.2023

Human Resource Intern

Visa Law - Mohali , India, India

- Participated in staff meetings to discuss company policies and procedures related to human resources management.
- Coordinated activities for onboarding new hires such as orientation sessions and tours of the facility.
- Maintained confidentiality when dealing with sensitive information relating to personnel files or organizational policies.
- Compiled reports on employee performance evaluations, attendance records, and training programs.
- Created job descriptions for new roles within the organization.
- Helped with recruitment by posting job openings, screening resumes and scheduling interviews.
- Selected qualified job applicants or referred to managers to make hiring recommendations.
- Scheduled or conducted new employee orientations.
- Analyzed employment-related data and prepared reports.
- Developed presentations on various topics related to human resources.

05.2023 - 08.2023

Tax Intern

PWC - Chandigarh , India , India

- Attended meetings with clients to discuss their tax situations.
- Performed calculations and prepared summaries of estimated taxes due.
- Provided customer service by answering questions related to taxation matters.
- Gathered and organized financial documents necessary for filing purposes.
- Analyzed financial records to identify potential deductions or credits that could be claimed.

07.2018 - 06.2019

Financial Analyst Supervisor

Secom Credit Union - Sekondi , Ghana, Ghana

- Performed ad hoc analyses upon request from senior leadership team members.
- Analyzed monthly financial statements in order to identify trends or issues that may require attention or corrective action.
- Reviewed existing contracts to ensure compliance with laws, regulations and organizational policies.
- Researched industry trends, competitive landscape, customer preferences, economic conditions. in order to make informed decisions about financial strategies and operations.

Education

MBA, HR/Banking And Finance , Chandigarh University - Chandigarh, India

BBA, Human Resources Management, University of Cape Coast - Ghana

Languages

English **Hindi**

Advanced Beginner

Certifications

Certified General Accountant

Talent Acquisition

Taxation(GST)