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|  | **CONTACT**  BK 112 Spring Onion Street  GT-306-0594  Tema West – Greater Accra  Ghana – West Africa  **Mobile:** +233 247 277 186  **Email:** [Moseslumor@gmail.com](file:///C:\Users\DIRECTOR-ORID\AppData\Local\Temp\WPDNSE\%7b013C00D0-011B-0127-1401-08010401C600%7d\Moseslumor@gmail.com)  **SKILLS**   * Excellent interpersonal communication [written and verbal] * Ability to manage a business effectively * Computer literate [Microsoft office suite , Photoshop CS6 and internet] * Ambition to learn, work and succeed. * Strong numeracy skills. * Excellent attention to details. * Good Leadership skills. * Honest and Trustworthy * Hard working * Ability to work effectively in a team with less supervision * Adaptable to any working environment. * Ability to attain set standards.   **LANGUAGE PROFICIENCY**  **English**  **Ewe**  **Twi**  **Ga**  **Fante**  **REFERENCE**  Fred Kwasi Anokye  Professional Tutor - ICA  **Mobile No.:** +233249713272  Mr. Abraham Dodzi  Chief Executive Officer  AB Paradise Travel and Tours  abrahamdodzi@gmail.com  **Mobile No.:** +233244087164  Mr. Christian Abrampah  Tema District MIS Manager  National Health Insurance Scheme [NHIS]  Christian.abrampah@nhia.gov.gh  **Mobile No.:** +233244711980 | **LUMOR MOSES KODJO** | | | | |  | |
| **Nationality**  Ghanaian | **Sex**  Male | | **Marital Status**  Married | **Driver’s License “B”**  MOS-12101992-39252 |
| **PROFILE** | |  | | | |
| A professional with over 5 years of business experience in Ghana, with strong work ethic, administration and data entry skills dedicated to maintain high level standards within any institution with great communication skills.  Motivated Entrepreneur, Accounts Officer and Tech-Savvy willing and available to contribute towards the attainment of the vision of any institution in which I find myself if given the opportunity, by harnessing my potentials, knowledge and skills. | | | | | |
| **WORK EXPERIENCE** | |  | | | |
| **10/2020 - 07/2023**  **12/2019 - 09/ 2020**  **08/2016 - 08/2017**  **05/2015 - 11/2019**  **10/2009 - 01/2010** | | **MP COLOURS ENTERPRISE, TEMA WEST**  ADMINISTRATOR  Duties:   * Liaise with clients for contracts * Customer support * Preparing documents using Microsoft Office suite * Graphic design (Posters, Stickers, Handkerchief, Mugs, Shopping bags) * Online registration (University, Colleges, National Service, Visa application) * Computer maintenance [Software]   **NATIONAL IDENTIFICATION AUTHORITY [NIA], ACCRA**  MOBILE REGISTRATION WORKSTATION OPERATOR [MRWO]  Duties:   * Setting up a work station * Data entry using IMS software. * Prepare source data for computer entry by compiling, verifying the accuracy and sorting information. * Reviewing data for deficiency or errors, correcting incompatibility and checking output. * Transferring data from paper formats into computer files, scanning documents and printing out files. * Take fingerprints, photographs, iris facial points and signatures of an applicant. * Ensure proper use of equipment and address any malfunctions * Comply with data integrity and security policies.   **NATIONAL HEALTH INSURANCE SCHEME [NHIS], TEMA**  DATA ENTRY CLERK  Duties:   * Prepare source data for computer entry by compiling, verifying the accuracy and sorting information * Enter client data into system for processing * Taking photographs and fingerprint. * Process client data * Print personalized Identity Cards using BMS software. * Resolve client card issues * Setting up a work station   **MP COLOURS ENTERPRISE, TEMA WEST**  ADMINISTRATOR  Duties:   * Liaise with clients for contracts * Customer support * Preparing documents using Microsoft Office suite * Graphic design * Online registration * Computer maintenance [Software]   **NATIONAL HEALTH INSURANCE SCHEME [NHIS], SEKONDI**  GENERAL OFFICE CLERK  Duties:   * Registering prospective health insurance applicants using oracle software * Coding and issuing of health insurance cards * Renewing health insurance cards | | | |
| **EDUCATION** | |  | | | |
| **2019**  **2012 - 2018**  **2016**  **2015**  **2008 - 2012**  **2012**  **2005 - 2008** | | ***Access Management Consult***  Stellar Customer Service & Teller Operation  ***University of Ghana, Legon***  Bachelor of Science in Administration (Accounting)  ***British Council***  Intercultural Fluency Training  ***British Council***  Entrepreneurship  ***St. John’s School, Sekondi***  West African Senior Secondary Certificate Examination (W.A.S.S.C.E.) Business  ***Babson College***  Entrepreneurship and Business Planning  ***St. John’s Academy***  Basic Education Certificate Examination (B.E.C.E.) | | | |
| **OTHER INFORMATION** | |  | | | |
|  | | * Listening to music * Surfing the internet * Observing nature | | | |