

Mr. Adam Ofosu Osei-Adu

P.O. Box 286

Akosombo-Asuogyaman District

adamoseiadu@gmail.com

+233 546102397

21st January, 2025

Dear Hiring Manager,

I am excited to apply for a role at your esteemed organization, utilizing my diverse skills and experience to drive success. As a dedicated and versatile professional with expertise in security, driving, agriculture, hospitality, support work, and warehouse operations, I am confident in my ability to make a valuable contribution.

With over 10 years of experience and a proven track record of delivering exceptional results, I possess the skills and knowledge to excel in various roles. My strong work ethic, attention to detail, and ability to work effectively in fast-paced environments make me an ideal candidate.

I am eager to leverage my skills and experience to drive success in a dynamic and growth-oriented organization. Thank you for considering my application. I look forward to discussing my qualifications further.

Sincerely,



Mr. Adam Ofosu Osei-Adu

Adam Ofosu Osei

Adu (Dunga)

Address:

POST OFFICE BOX 286, AKOSOMBO GHANA

Phone:

+233543064318 / +233546102397

Email:

adamoseiadu@gmail.com

Linkedin: <http://www.linkedin.com>

Summary

Results-driven and versatile professional with a high school diploma and diverse skill set. Proven track record of delivering exceptional results in various roles, including security, driving, agriculture, hospitality, support work, cleaning, and warehouse operations. Dedicated, hardworking, and goal-oriented, with a talent for exceeding employer expectations. Seeking a challenging opportunity to leverage my skills and experience to drive success.

Skill Highlights

- Security Operations
- Defensive Driving
- Agricultural Practices
- Hospitality Services
- Support Work
- Cleaning and Maintenance
- Warehouse Management
- Time Management
- Goal-Oriented
- Team Collaboration
- Communication
- Problem-Solving
- Adaptability
- Leadership
- Customer Service

Experiences

Akosombo Cori-Creche School: January, 2007 – May, 2009

As a Creative Arts and English teacher on a 2 years contract in a creche pre-school

Key Responsibilities

1. Designed and impleted engaging lesson plans for Creative Arts and English.
2. Taught children aged 2-5 years, promoting cognitive, social and emotional development
3. Developed and led arts and crafts activities, music and movement sessions.
4. Encouraged language skills through storytelling, role-playing and phonics.
5. Collaborated with colleagues to plan and execute events, concert and exhibitions.

Achievements

1. Improve language skills: Students showed significant improvements in English Language proficiency and communication skills.
2. Enhanced Creativity: Children developed their fine motor skills, imagination and self-expression through arts and crafts activities.
3. Increased Confidence: Students gained confidence in public speaking, performing and presenting their work.
4. Parent Satisfaction: Received positive feedback from parents on the child's progress and enjoyment of lessons.
5. Successful Events: Organized and executed successful concerts, exhibitions and events, showcasing student's talents and achievements.

Akosombo International School: January, 2005 – February, 2007

As a receptionist/Telephonist at the School for 2 years

Key Responsibilities

1. Managing front desk operations and welcoming visitors
2. Handling phone calls, emails, and messages
3. Maintaining accurate records and databases
4. Providing administrative support to staff and students
5. Ensuring confidentiality and professionalism

Achievements

1. Improved Communication: Implemented an efficient phone system, reducing missed calls by 30%
2. Enhanced Customer Service: Developed a warm and welcoming atmosphere, receiving positive feedback from parents and visitors
3. Streamlined Administration: Created and maintained organized filing systems, increasing efficiency by 25%
4. Team Collaboration: Built strong relationships with staff, providing proactive support and contributing to a positive school environment
5. Discretion and Confidentiality: Demonstrated professionalism and discretion when handling sensitive information and situations.

Basic English Private Teacher (Part-time): September, 2006 – January, 2009

As a Basic English Private Teacher for primary students (ages 6-12) for 3 years:

Key Responsibilities

1. Designed and delivered engaging English lessons
2. Assessed students' progress and adapted teaching methods
3. Fostered a supportive and interactive learning environment
4. Developed and implemented individualized learning plans
5. Communicated with parents on students' progress

Achievements

1. Improved Language Skills: Students showed significant improvement in reading, writing, and speaking English.
2. Boosted Confidence: Encouraged students to participate in class and build confidence in using English.
3. Personalized Learning: Successfully tailored lessons to meet individual students' needs and learning styles.
4. Parent Satisfaction: Received positive feedback from parents on students' progress and teaching methods.

5. Student Retention: Maintained a high student retention rate, with most students continuing lessons for the full 3 years.

Delivery Driver: February, 2010 – March, 2013 (Stellata Enterprise, Ashanti Region, Kumasi)

As a Truck and Delivery Driver for over 3 years

Key Responsibilities

1. Safely transported goods and packages across Ghana
2. Managed logistics, ensured timely deliveries, and maintained accurate records
3. Provided excellent customer service, representing the company professionally

Achievements

1. Achieved a 99.9% on-time delivery rate, exceeding company targets
2. Successfully handled and delivered high-value and sensitive cargo
3. Developed strong relationships with clients, resulting in consistent referrals and recommendations
4. Maintained a clean driving record, adhering to safety protocols and regulations
5. Collaborated with colleagues to ensure efficient delivery operations and resolve issues

Sunday School Teacher: January, 2000 – December, 2010 (Asuogyaman District, Akosombo)

As a Sunday School Teacher at the Wesley Methodist Church (2000-2010):

Key Responsibilities

1. Taught Bible lessons and Christian values to children aged 5-15 years
2. Prepared and delivered engaging lesson plans, activities, and quizzes
3. Led worship sessions, prayers, and hymns
4. Mentored and counseled students, promoting spiritual growth and development
5. Collaborated with other teachers and church leaders to plan events and activities
6. Assisted with organizing church programs, such as Christmas and Easter events

Goal: To nurture the spiritual growth and development of children, helping them to become faithful disciples of Jesus Christ.

Commercial/Taxi Driver (Part-time): May, 2013 – May, 2017 (Asuogyaman District, Akosombo)

As a Personal Commercial Taxi Driver, I provided safe and reliable transportation services to various clients in Ghana.

Key Responsibilities

1. Safely transporting passengers to their desired destinations
2. Maintaining a clean and well-maintained vehicle
3. Providing excellent customer service and ensuring passenger satisfaction
4. Managing daily operations, including fueling, maintenance, and finances

Notable Achievements:

1. Built a loyal client base through exceptional service and reliability
2. Achieved a 100% safety record, with no accidents or incidents
3. Successfully navigated challenging traffic conditions, ensuring timely arrivals
4. Developed strong relationships with clients, resulting in consistent referrals and recommendations
5. Consistently met and exceeded daily revenue targets, contributing to the growth of the business.

Security Officer (Contract by G4S): April, 2015 – February, 2017

Anglo Gold, Iduapriem, Tarkwa Mines-Ghana

Key Responsibilities

1. Ensuring the safety and security of personnel, equipment, and assets
2. Conducting regular patrols and surveillance
3. Investigating incidents and reporting to management
4. Collaborating with other departments to maintain a secure environment

Notable achievements:

1. Successfully prevented and responded to security breaches, minimizing losses
2. Implemented effective security protocols, resulting in a significant reduction in incidents
3. Built strong relationships with colleagues, contractors, and local communities, enhancing security cooperation and awareness
4. Consistently received positive performance reviews and recognition for exceptional service.

Security Guard (Private Security): May, 2013 – October, 2015 (Yutees Security Services, Asuogyaman District)

As a Security Personnel with a private security company under Volta River Authority (VRA), Akosombo:

Key Responsibilities

1. Provided 24/7 security surveillance and patrols
2. Monitored CCTV cameras and responded to alarms
3. Controlled access to restricted areas and screened visitors
4. Conducted regular security checks and risk assessments
5. Collaborated with VRA security teams and local authorities

Experiences

1. Gained expertise in security protocols and procedures
2. Developed strong observational and communication skills
3. Worked effectively in a team to maintain a secure environment
4. Managed emergency situations and incidents
5. Built strong relationships with VRA staff and stakeholders

Recruitment Agent (Part-time): May, 2015 – June, 2022

As a part-time Recruitment Director of a traveling agency in Accra:

Key Responsibilities

1. Sourced and attracted top talent for various roles
2. Developed and implemented effective recruitment strategies
3. Conducted interviews, assessments, and background checks
4. Collaborated with management to identify staffing needs
5. Ensured compliance with recruitment policies and procedures

Achievements

1. Increased Recruitment Efficiency: Streamlined recruitment processes, reducing time-to-hire by 30%
2. Improved Candidate Quality: Developed targeted recruitment strategies, resulting in a 25% increase in qualified candidates
3. Reduced Turnover: Implemented effective onboarding programs, reducing employee turnover by 20%

4. Cost Savings: Negotiated with recruitment agencies, resulting in a 15% reduction in recruitment costs
5. Team Growth: Successfully recruited and onboarded a team of 10 travel consultants, contributing to the agency's expansion.

Residence House Keeper: January, 2008 – December, 2010

As a Residence Housekeeper at the Bucknor's Residence located at the river bank Mangoase near the Afrikiko Hotel and Resorts, Asuogyaman District.

Key Responsibilities

1. Maintained cleanliness and organization of the household
2. Managed daily laundry, ironing, and linen services
3. Prepared and served meals, snacks, and refreshments
4. Ensured timely grocery shopping and pantry management
5. Coordinated household maintenance, repairs, and renovations

Experiences

1. Developed strong attention to detail and organizational skills
2. Improved time management and multitasking abilities
3. Built strong relationships with family members and guests
4. Demonstrated flexibility and adaptability in a dynamic environment
5. Gained expertise in household management, cleaning, and cooking techniques

Community Youth Organizer (Part-time): February, 2022 till date

As a Voted Volunteered Community Youth Organizer at Senchi, Asuogyaman District:

Key Responsibilities

1. Organized youth programs, workshops, and events
2. Mentored and trained youth in leadership and life skills
3. Facilitated community service projects and volunteer activities
4. Collaborated with local leaders and stakeholders to address youth concerns
5. Advocated for youth empowerment and development

Experiences

1. Developed strong leadership and facilitation skills
2. Built relationships with youth, community leaders, and stakeholders
3. Gained experience in project planning, management, and evaluation
4. Improved communication and problem-solving skills
5. Enhanced understanding of community needs and youth development issues

Education

YEAR	SCHOOL	CERTIFICATE
2020 – 2024	Hovis Driving Institute	License (CDL)
2017	G4S Security Training, Tarkwa	Certificate
2013 6 Months	Korea Presby Germany Computer School	Certificate
2012 – 2013	Asuasi Farm Institute, Cape Coast	Certificate
2001 – 2002	Vinstev Driving Institute	License (CDL)
2000 – 2002	Victory International Bible Training College	Diploma
1997 – 1999	Junior High Level (Akosombo VRA JHS Complex No.2)	BECE Certificate
1989 – 1992	Junior High Level (Akosombo International School)	
1983 – 1989	Nursery & Primary level (Akosombo International School)	

Languages

English: Advance/Fluent speaking, writing and expression
Akan (Twi & Fanti): Advanced/Fluent speaking and writing

Special Talented Hobbies and Interests

- Artistic
- Musical
- Performance
- Intellectual
- Craftsmanship
- Outdoor and Adventure
- Technology and Computer
- Astrophotography
- Sandart
- Home Manners

Acknowledgement/Referees

IU Recruitment
Mr. Abraham Nyamekye
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Qatar

V.R.A Hydro-Credit Union
Mr. Ekow Selby
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Akosombo

Madam Angela Afriyie
Ghana Education Service
Ashanti Region – Kumasi
+233 248097702

Hovis Driving Institute
Dawhenya, Ghana
+233 208854884

REPUBLIC OF GHANA
MINISTRY OF EDUCATION

AUGUST 1999

BASIC EDUCATION CERTIFICATE

This is to certify that: OSEI ADU ADAM

Born on 21/05/80

has completed Basic Education Course

at AKOSOMBO VRA JSS 2

and obtained the following grades in the examinations
conducted by The West African Examinations Council.

SUBJECT	GRADE
ENGLISH LANGUAGE	2
SOCIAL STUDIES	3
REL & MORAL EDUC	4
MATHEMATICS	3
GENERAL SCIENCE	3
AGRICULTURAL SCIENCE	3
PRE-TECH SKILLS	2
FRENCH	5
AKWAPIM TWI	2
SEWING	4

CD 11

SORT 2

540-40185
7/00-P111

Candidate No. 213003159

Certificate No. BECB 075278

Director General
Ghana Education Service

HEAD OF GHANA NATIONAL OFFICE
The West African Examinations Council

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ANGLOGOLD ASHANTI, IDUAPRIEM

CERTIFICATE OF COMPLETION

This is certify that

Adam Ofosu Osei-Adu


has successfully Completed a Security Training
Course at Anglogold Ashanti, Iduapriem
from April 2017 to May 2020.



E.K. Mends Hangan
(Director)



CERTIFIED COPY OF ENTRY IN REGISTER OF BIRTHS

Entry No. 203		Registry: AKOSOMBO	
CHILD's NAME (Name in full. Write first names first and surname last)		ADAM OFOSU OSEI-ADU	
		Sex MALE	
	Name:	EMMANUEL OSEI-ADU	
	Occupation:		
	Nationality:	GHANA	
	Religion:		
MOTHER	Maiden Name:	ADWOA OBOAGYE	
	Nationality:	GHANA	
When Born	21ST MAY 1980		
Where Born (Write address in full)	H/NO AC2/FI AT.2 COMMUNITY II AKOSOMBO ASUOGYAMAN DISTRICT, EASTERN REGION		
INFORMANT (Name in full. Relationship to the child, if any)	EMMANUEL OSEI-ADU FATHER		
Date of Registration	30TH MAY 1980		
Signature of Registrar	EDWARD OMANE		
Margin			

I, KINGSLEY ASARE ADDO Registrar of Births and Deaths for Ghana do hereby certify that the foregoing is a true copy of the entry No 203 in the Register of Births for AKOSOMBO in the ASUOGYAMAN Registration District in Ghana, and the Register is now legally in my custody.

Given under my hand and Seal in Accra in Ghana this 31ST day of OCTOBER 2018



Registrar of Births and Deaths
L.S.



REPUBLIC OF GHANA
Driver and Vehicle Licensing Authority

Driver and Vehicle Licensing Authority
Address : 1, Jawaharlal Nehru Road
Tel : +233 0302764529
Email : info@dvla.gov.gh

Temporary Licence



13:01:04 - 08.12.2023



Expiring Date **01/10/2024**

21/05/1980

Date Of Birth

ADA-21051980-31421

Licence Number

TDS

Processing Center

Ghanaian

Nationality

C

Licence Class(es)

03/07/2024

Date of Issue

23003108V1

Reference No.



06/12/2023

Certificate Date



Name


OSEI-ADU ADAM DUNGA

CLAS TYPES	DESCRIPTION/CLASS	CATEGORIES(IN KGS)/CC
A MOTORCYCLES	MOTOPEDS WITH OR WITHOUT SIDE	50-250 CC AND ABOVE
B CARS/ST WAGON	CARS AND 4X4 CROSS COUNTRY VEHICLE	CARS NOT EXCEEDING 3000Kg
C LIGHT DUTY VEHICLES	GOODS CARRYING VEHICLES & BUSES/COACHES	VEHICLES OF 3000-5500 Kg (1-33 PASSENGERS)
D HEAVY DUTY VEHICLES	GOODS CARRYING VEHICLES & BUSES/COACHES	VEHICLES NOT EXCEEDING 8000Kg
E AGRICULTURAL AND ROAD CONSTRUCTION	GRADERS,FORKLIFTS,LOADERS,BULDOZERS ,TRACTORS,ROLLERS, DUMPERS	SPECIAL
F ANY MOTOR VEHICLES	GOODS CARRYING VEHICLES & BUSES/COACHES,HEAVY ART. VEHICLES	VEHICLES OVER 8000Kg

Restrictions:





NOTE: THIS LICENSE IS THE PROPERTY OF THE GOVERNMENT OF THE REPUBLIC OF GHANA



REPUBLIC OF GHANA

DRIVER LICENCE





Name

OSEI-ADU ADAM DUNGA

Date of Birth

1980-05-21

Class of Licence

C

Date of Issue

2024-07-03

Expiry Date

2030-07-02

Licence #









ADA-21051980-31421

Nationality

Ghanaian

Ref #

23003108V1

CLASS/TYPE		DESCRIPTION	CATEGORIES (KGS)/CC
A		MOTOCYCLES WITH OR WITHOUT SIDECAR	1 - UP TO 250CC 2 - ABOVE 250CC
B		CARS, CROSS-COUNTRY, MINIBUSES AND PICK-UP VEHICLES	UP TO 5000Kgs (1-15 PASSENGERS)
C		BUSES AND MEDIUM GOODS CARRYING VEHICLES	NOT EXCEEDING 10000Kgs (1-45 PASSENGERS)
D		BUSES, COACHES AND HEAVY GOODS VEHICLES	NOT EXCEEDING 35000Kgs (1-65 PASSENGERS)
E		AGRICULTURAL, EARTH-MOVING AND INDUSTRIAL EQUIPMENT	1. TRACTORS 2. GRADERS 3. BULLDOZERS 4. LOADERS 5. ROLLERS 6. FORKLIFTS 7. COMBINED HARVESTORS
F		BUSES, COACHES AND HEAVY GOODS CARRYING VEHICLES	ABOVE 35000Kgs 1. RIGID 2. ARTICULATORS
FIRST RENEWAL		DRIVING RESTRICTIONS	INTERPRETATION
2026-07-03			AUTOMATIC VEHICLES ONLY
			DRIVES WITH THE AID OF SPECTACLES
			2028-07-03

THIS LICENCE IS THE PROPERTY OF THE GOVERNMENT OF THE REPUBLIC OF GHANA

THIS LICENCE IS THE PROPERTY OF THE GOVERNMENT OF THE REPUBLIC OF GHANA




Certificate of Training

This is awarded to

Adam Ofosu Osei-Adu

for successfully completing a three (3) years Security Training
with G4S Security




04/2017

Ashley Almanza
Managing Director



HOVIS DRIVING SCHOOL

DVLA Certified and Approved Training Institute (DVLA/DSL/2012/107)

P. O. Box DY 44, Dawhenya Tel: 026-6191254 / 020-8854884

23003108V1

Certificate of Competence

Certificate

This is to Certify that

OSEI-ADU ADAM DUNGA

Has been enrolled and trained in the above Institution as a DRIVER

25 / 12 / 2023

dd

mm

yy

Date


THE MANAGING DIRECTOR
HOVIS DRIVING SCHOOL
P. O. Box DY 44, Dawhenya
Tel: 026-6191254 / 020-8854884

Managing Director