



# CURRICULUM VITAE

## PERSONAL HISTORY

**NAME** : ABDUL MUBARAK ISSAH

**DATE OF BIRTH** : 25<sup>TH</sup> APRIL 1988

**PLACE OF BIRTH** : GHANA

**HOMETOWN** : BAWKU, UPPER EAST GHANA

**NATIONALITY** : GHANAIAN

**PASSPORT NO#** : G3574828

**OCCUPATION** : PROCUREMENT  
OFFICER/CUSTOMER-  
SERVICE/GENERAL-  
SUPERVISOR/TIMEKEEPER

**CURRENT  
COUNTRY OF WORK** : QATAR, DOHA

**RESIDENT PERMIT NO#** : 28828800729

**MARITAL STATUS** : SINGLE

**SEX** : MALE

**LANGUAGES SPOKEN** : ENGLISH

**HOBBIES** : READING, COOKING, JOGGING,  
DANCING

**HEIGHT** : 6.9 FT

**WEIGHT** : 95.4 KG

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**COMMERCIAL AREA SALWA ROAD**  
**P. O. BOX 20011 SALWA ROAD,**  
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**+97433426165**

#### **EDUCATION:**

**DABOKPA TECHNICAL/ VOCATIONAL INSTITUTE. 2008 TAMALE.**

**ISLAMIC SECONDARY SCHOOL, TAMALE, FROM 2005 TO 2007 TAMALE**

**KALANDA E.P. JUNIOR SECONDARY SCHOOL FROM 2003 TO 2005**  
**TAMALE**

#### **PERSONAL SUMMARY**

I'm young at heart, spontaneous, cute at heart, funny, and I know how to make people feel comfortable. I'm an extremely energetic person with talented, energetic, results driven, good marketing and sales skills with steadfast research career. I like hiking, photography, and interior design. I like to spend most of my time outside but also enjoy reading books inside and puzzles. I'm much good in communication, recognized for exceptional team building as well as the ability to motivate others in all levels in the achievement of individual and organizational goals. I'm also a competent Procurement Officer & customer service advisor (LG) with a friendly personality and plenty of well-organized customer service experience and willing to accept responsibility in meeting deadlines promptly. I am pretty much up for anything and don't mind trying new things. In accordance with my 7 years' experience in GCC. I'm seeking a position in a growth-oriented organization where I can play a major role in the success and its operation.

## **KEY SKILLS AND COMPETENCE**

- **Self-Confidence.**
- **Strong leadership and interpersonal skills, team player**
- **Has excellent command of the English language, both oral and written**
- **Hard working, fast learner and can work under pressure with minimum supervision**
- **Proven effectiveness in coordination and teamwork.**
- **Excellent communication skills to build relations with customers face to face.**
- **Ability to organize and priorities a busy diary • Good literacy and numeracy skills**
- **Hunger For new Experiences.**
- **Know how to deal with different Kinds of people**
- **Computer literate, able to use Word, Excel, and other company financial support systems**
- **Practical experience of processing and controlling cash book.**
- **Effective time management and be able to priorities.**
- **Recognized for teamwork by the branch manager and the area manager. (Received a commendation letter from the branch manager for supporting the team to achieve its banker assurance targets).**
- **Dedicated, honest and highly responsible individual.**
- **Handling Customers Complains.**

## **PROFESSIONAL DEVELOPMENT**

**NIIT COMPUTER TRAINING IN BASIC AND HARDWARE ENGINEERING 10<sup>TH</sup> APRIL 2010.**

**NATIONAL VOCATIONAL TRAINING INSTITUTE TRADE TEST GRADE ONE AND TWO OF GENERAL ELECTRICAL 1<sup>ST</sup> DECEMBER 2008 AND 21<sup>ST</sup> JUNE 2009**

**HFC BANK GHANA LIMITED TAMALE, LOAN RECOVERY TEAM UNDER**

**LEGAL ADVISOR AND EXPERTS CONSULT. 20<sup>TH</sup> APRIL 2011 TO DECEMBER 2013**

**BARCLAYS BANK GHANA, GUMANI BRANCH. FOR CONTRIBUTION TOWARDS UNPRECEDENTED PERFORMANCE OF GUMANI BRANCH 2014.**

- **BEST BRANCH IN LIABILITY DRIVE AT THE END OF THE REVIEW YEAR OF 2014 •**
- **OVERALL BEST SCORE IN K.P. I'S AT THE END OF THE REVIEW YEAR OF 2014**

- TEAM AWARD AT THE 2014 SERVICE EXCELLENCE AWARD.
- OTTAWA CONTRACTING AND TRADING W.L.L. DOHA- QATAR 2017  
FIELD SUPERVISOR & PROCUREMENT OFFICER.

#### **MEMBERSHIP OF PROFESSIONAL ASSOCIATES**

SULLEY SAMBIAN ESQ EXPERTS CONSULT FOR HFC BANK  
GHANA LIMITED, TAMALE. 20<sup>TH</sup> APRIL, 2011

#### **SUMMARY OF WORK EXPERIENCE:**

**APRIL, 2009 TO 2011**

**PLACE OF WORK: A.F. YAKUBU & ASSOCIATES**

**POSITION: PARAL LEGAL (LAW CLERK)**

#### **NATURE: DUTIES AND RESPONSIBILITIES**

1. Filing of court processes.
2. Proof reading of legal documents such as affidavits. By an Order from A.F. Yakubu Esq. counsel for and on behalf any of our clients.
3. Hardware Engineering
4. Software's Wizard and Engineering.
5. Driver.

**2011 TO 2013**

**PLACE OF WORK: SULLEY SAMBIAN ESQ**

**POSITION: PARAL LEGAL (LAW CLERK)**

#### **NATURE: DUTIES AND RESPONSIBILITIES**

1. Filing of court processes.
2. Proof reading of legal documents such as affidavits. By an Order from Management.
3. General secretarial duties.
4. Assisting Clients for legal processes.
5. Sue Customers who default in paying their Loans given by the Company.
6. General secretarial duties.
7. Loan Recovering.

**MAY 2013 TO DECEMBER 2013**

**PLACE OF WORK: HFC BANK GHANA LIMITED (Republic Bank),TAMALE**  
**POSITION: DIRECT SALES REPRESENTATIVE (DSR)**

**NATURE:**

1. Sale out the Bank product to Customers.
2. Assisting Customers to open an Account.
3. Assisting Customer to bring in deposit.
4. Convincing Business personals to bring their business account to us.
5. Goes for Loans reconvenes time to time.

**SCHEDULES**

- Marketing and promoting products of the bank
- Help to maintain excellent customer service at all times both in the branch and outside the branch
- Taking records of sales from team members and reporting to manager on daily bases
- Creating more opportunity for other team members to learn from others
- Promoting team building sprit among colleagues.
- Listening to customers complains and solving them within at a time.
- Motivating members to work hard.
- Capturing and opening of account for new customers.

**MARCH 2014 TO NOV 2015**

**PLACEOF WORK: BARCLAYS BANK GHANA LIMITED, (Absa Bank)**  
**TAMALE GUMANI BRANCH.**

**POSITION: LEAD GENERATOR (LG)**

**NATURE:**

1. Sale out the Bank product to Customers.
2. Sale out the Bank Loan product to our Customers and Non-Customers.
3. Assisting Customers to open an Account.
4. Assisting Customer to bring in deposit.
5. Convincing Business personals to bring their business account to us.
6. Goes for Loans reconvenes time to time.

**SCHEDULES**

- Marketing and promoting products of the bank
- Help to maintain excellent customer service at all times both in the branch and outside the branch
- Creating more opportunity for other team members to learn from others

- Promoting team building spirit among colleagues.
- Listening to customers complains and solving them within short time.
- Motivating members to work hard to achieve monthly target.
- Capturing and opening of account for new customers
- Processing loans for customers.

## **DECEMBER 2015 TO 25 NOVEMBER 2016**

**COUNTRY: GHANA / UNITED KINGDOM**

**PLACE OF WORK: AgDevCo UK, Northern Ireland UNITED KINGDOM**  
**Branch base in Ghana.**

**POSITION: SUPERVISING ANALYST**

**NATURE: DUTIES AND RESPONSIBILITIES**

**A fully-irrigated commercial rice producer and processor, focusing on high quality local output and linking out grower to a modern value chain to my country Ghana, Tamale Northern Region.**

### **SCHEMES**

- Monitoring the company branch in supporting the expansion of the nucleus rice farm and the sustainable growth of the out-grower programming.
- Following the successful restructuring, out grower program (cope Connect) and wienco (RMG) rice out grower schemes have been successfully merged under the copa connect brand.
- Supporting farmers by providing input credit, mechanization and processing advisory services.

## **DECEMBER 2017 TO 22 SEPTEMBER, 2019**

**PLACE OF WORK: OTTAWA CONT & TRADING W.L.L COUNTRY: QATAR**  
**DOHA POSITION: FIELD SUPERVISOR**

**NATURE: SUPERVISING – ACTING SAFETY OFFICER SERVICE (SOS)**

1. Supervisor
2. Security
3. observer
4. Supervising Administrative Receipts and other documents.
5. Transcript.

### **SCHEMES**

I effectively protect people and property as well as I maintain a high visibility presence and prevent all illegal or inappropriate actions under my vicinity. My main

goal is to observe, supervised, detect, data, record and report before issuing any materials out.

## **SEPTEMBER 2019 TO 22 NOVEMBER 2021**

**PLACE OF WORK: OTTAWA CONT & TRADING W.L.L  
COUNTRY: QATAR DOHA**

**POSITION: PROCUREMENT OFFICER**

**NATURE: RENOWED & PRESERVED OFFICER**

Tasks and duties

- Assisting with the daily activities of the procurement department.
- Planning for the purchase of equipment, services and supplies.
- Monitoring and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, evaluating and approving products and services.
- Managing inventories and maintaining accurate records.
- Maintaining and updating supplier information.
- Maintaining good supplier relations.
- Negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses and reports.

## **TRAINER FOR ALL STOREKEEPERS**

1. Set activities aimed at providing with the knowledge and skills to perform their duties safely and effectively
2. Workplace safety is as workplace safety itself.
3. It enables the management to ensure a safe and healthy work environment. It also helps the employees to recognize safety hazards and correct them. It enables them to understand best safety practices and expectations.
4. Detect and issuing out demanded parts and Filters
5. Capturing day in day out receipts and other documents in data.
6. Entering in Stock parts and items on data.
7. Closing Invoices and Bills days to date on data.
8. Ensuring how many Litres of Lubricants are been kept or used on Vehicles and Machines
9. Making reports for top ups on Lubricants to any machines or vehicles
10. Making requests for general parts, Items and as well as all kind of filters need in stores.
11. Filing LPOs time to days.
12. Entering and closing all serviced vehicles and machines on time and monthly Stock closing on limited time.

## **SCHEDES**

I protect, secure and issued out demanded requests based on what type and kind of safety items and parts are needed. I maintain and discuss high visibility problems with managements, engineers, foremen, field workers and mechanics to prevent high cost, and some repair damage items and parts with needful. I therefore record and report any issuing any materials, safety item, parts and filters out on daily bases.

**22 NOVEMBER, 2021 TO 23 APRIL 2022**

**PLACE OF WORK: NATIONAL PAINTS FACTORIES CO. W.L.L  
COUNTRY: QATAR DOHA**

**POSITION: SUPERVISOR**

**NATURE: PRODUCTION AND SUPERVISING**

1. Set activities aimed at production of paints and distribution
2. Counting and Loading finish products
3. Received, unloading and counting all kinds raw material from shipments
4. Capturing day in day out receipts for transfer material and other documents on data.
5. Making requests for moveable paints material, and packing martials Items.
6. 2 days counting.
7. Weekly counting
8. Issuing out transfer paper for all kind of material that needs to be transferred.
9. Preparing material transfer requisition
10. Ensuring how many Liters or kgs of Lubricants and calcium carbonate powders used for productions each day.

## **SCHEDES**

Currently doing my best of company and for my own personal goals.

**JULY, 2022 TO 17 FEBRUARY, 2024**

**PLACE OF WORK: ELITE MOTORS (CHERY MOTORS SERVICE CENTER)  
COUNTRY: QATAR DOHA**

**POSITION: STOREKEEPER & ACTING PROCUREMENT OFFICER  
NATURE: POLICING**

Tasks and duties

1. Assisting with the daily activities of the procurement department.
2. Planning for the purchase of equipment, services and supplies.

3. Monitoring and enforcing the company's procurement policies and procedures.
4. Reviewing, comparing, evaluating and approving products and services.
5. Managing inventories and maintaining accurate records.
6. Maintaining and updating supplier information.
7. Maintaining good supplier relations.
8. Negotiating contracts.
9. Researching and evaluating prospective suppliers.
10. Preparing budgets, cost analyses and reports.
11. Set activities aimed at providing with the knowledge and skills to perform my duties safely and effectively
12. Help to maintain excellent customer service at all times both in the branch and outside the branch
13. Checking safety vehicles with tires

### **19 FEBRUARY, 2024 TO PRESENT**

**PLACE OF WORK: ELITE MOTORS (CHERY MOTORS SERVICE CENTER)**  
**COUNTRY: QATAR DOHA**

**POSITION: TIMEKEEPER & WORKSHOP COORDINATOR**

**NATURE: POLICING & SUPERVISING**

Timekeeper Role – View and Edit access given to a non-managerial employee who is assigned the timekeeping functions for other employees in their department. A timekeeper is not required in every department; however, some larger departments may opt to enlist the help of a timekeeper. This role does not have the final sign off authorization.

- Examples include an Admin Coordinator, Office Coordinator, Specialist, Assistants, etc.

#### **Timekeeper Responsibilities:**

- Review timecards to ensure the employee's time is accurately recorded and complete
- Work with employees to resolve errors like missing punches and job corrections
- For corrections after the payroll has processed, complete a Timecard Adjustment Form, obtain the employee and supervisor signature, and email to the Payroll department.

Timekeeper Acknowledgement: By signing below, I hereby acknowledgement my role and responsibilities as a Timekeeper. I understand the importance of accurate timecards, the review process, timely approval and sign offs as well as the following all department guideline and organizational policies.

### **DECLARATION**

**I hereby declare that all above information is true and correct to the best of my knowledge and belief.**

**Many Thanks**

**REFREES:**

**MR. MAZEN ABOU SAMHADANEH**

C.E.O

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