**ALEXIS OSEI BONSU**

**Email: alexis.dba.2019@gmail.com**

**Mobile: 0044 7377769875**

**OBJECTIVES:**

To build my career by registering my experience, interest, knowledge, skills and abilities to be a part of a company’s continued success. Increase, achieve and ensure the needed group dynamics for effective results in an organization and to develop new insights into solutions that results in organizational growth.

**WORK EXPERIENCE:**

**MindLink Software Ltd**

Operations Assistant

August 2018 – January 2019

* Documented and assisted with accounts payables.
* Petty cash management.
* Recorded and reported detailed minutes during managerial meetings and workshops.
* Updated employee handbooks, training manuals, and policy documents.
* Managed client’s legal contracts and other documents in the company’s electronic library (SharePoint).
* Employee holidays and absence reports management.
* Kept attendance records of all employees and log of holiday, sickness, compassionate leave, paternity leave and extended absences.
* Maintained general supplies of stationery and equipment.
* Conducted and managed health and safety procedures including fire drills and evacuations
* Assisted with all telephone inquiries.
* Oversaw general filling and clerical tasks.
* Performance of ad hoc duties.

**ABEL Ltd**

International Research executive

July 2016 – June 2018

**Job description:**

* Assisted with on-going project support system for market research departments and directors
* Conducted data analyses brainstorming sessions focus groups qualitative interviews and moderated research meetings
* Performed location fieldwork and conducted qualitative interviews
* Conducted presentations for business development and account management

**Novelwall Ltd**

Key Accounts Administrator

April 2015 – June 2015

Job Description:

* Working with Field sales representatives by following up on leads generated via telemarketing
* Scheduling/booking of appointments for prospective clients
* One to one and group consultations with potential clients related to effective long and short term educational decisions
* Assisting clients with university and college applications and other procedures where necessary
* Administering CRM (Customer relationship management) software by keeping database updated daily
* Assisting line manager in liaising with educational institutions in order to increase effective sales growth in projects within the UK educational sector
* Preparation of daily and weekly reports on administrative progress

**Parch Hill**

Lead Generation Sales Representative

July 2014 - September 2014

Job Description

* Increased brand awareness and market share through field marketing
* Following up on leads generated via telemarketing
* Booking/Scheduling of appointments for prospective customers
* General administration duties

**The Coca Cola Bottling Company Ghana** ***(National Service)***

Operations and Distributions Department Assistant

October 2012 – to July 2013

Job Description:

* Taking orders and ensuring optimized delivery of stocks.
* Preparing daily reports on orders received and fulfilled.
* Management of empties in ensuring that all out standings are returned before subsequent deliveries are made. This is reported daily to my supervisors in an empties control report.
* Encouraging Depot Operators to pick more of slow-moving stocks.

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 **Anning Bonsu Enterprise Limited**

 April 2012 to September 2012

 Supervisor

 Job Description:

* In charge of petty cash.
* General administration duties.
* Dealing with internal and external queries.
* Issuing fuel requisition for fleet
* Compiling of waybills for payment.
* Receiving and making cheque payments.

**The Coca Cola Bottling Company Ghana (Internship)**

Finance Department

January 2012 to March 2012

Job Description:

* Assistance in Preparation of Cheque Requests Forms.
* Registering and confirmation of cheques issued.
* Confirmation of cheques to banks for clearance.
* Preparation of reports on daily sales to management.
* Tracing of pay in slips to bank statements and preparation of reconciliations thereon.

**Angel Zoe Foundation Ghana (Boys remand and correctional Center)**

Community Service

Job Description:

* Tutored students in English who were behind at school to help them catch up.
* Conducted educational assessments and identified educational needs.
* Designed and developed individualised tutoring strategies for student skill levels.
* Tutored students in grammar, spelling, punctuation, paragraph writing and essay writing skills
* Conducted counselling sessions
* Maintained and updated walk-in counselling records on a daily basis.

**SKILLS AND COMPETENCIES**

**Social Skills**

* Excellent verbal and written communication skills.
* A good team player.
* Great Interpersonal skills.

**Organizational Skills**

* Competent in field of study.
* Exhibits professionalism in the discharge of my duties.
* Can work in new and challenging environments.
* Pays attention to detail.
* Capable of working independently or with less supervision.

**IT Skills**

Proficient in Microsoft Word, Excel and Power Point

**EDUCATIONAL BACKGROUND**:

University of Wales Trinity Saint David

Doctor of Business Administration

February 2016 - January 2020

Almond Careers Ltd

Certificate in Practical Project Management and Agile Business Analysis (CMI, Chartered Management Institute, UK)

April 2015- May 2015

Kingston University

MSc International Business Management

Jan 2014-March 2015

Central University College

October 2008- June 2012

Bachelor of Science in Business Administration

Ghana Christian International High School

September 2004- June 2007

West African Senior School Certificate Examination

(Biology, Chemistry, Elective Math and Physics)

**PROFESSIONAL MEMBERSHIP**

Member of the Chartered Management Institute, UK

July 2015 to present.

**HOBBIES AND PERSONAL INTERESTS**

Travelling, learning about other cultures and music.

 **REFERENCES AVAILABLE UPON REQUEST.**