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|  |  **SHADRACH BINEY** **Phone: 0272090013/0560665280****E-mail: ebowbiney04@gmail.com** |

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|  | NKA 25/2 NYANYANO KAKRABA ROAD,KASOA AWUTU SENYA EAST GHANA.Language(s): English, Fante, Twi, and Ga.**Summary**I am a highly motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.Aspiration: Rise to a senior management or executive position such as CEO, COO, or CFO.Goal: Lead a company or a division, driving strategic decisions and overseeing operations to ensure business growth and profitability.**Experience****Ghana Navy Headquarters, Burma Camp – Internship Student** Accra**,** Ghana06**/**2023 **-** 08**/**2023* Worked well in team environment as well as independently.
* Worked with teams to support goals and build experience.
* Shadowed staff and learned advanced work.
* Processed incoming and outgoing mail for office staff as directed.
* Maintained records of all activities related to various projects.

**People And Partners Group – Recruitment Consultant** Accra, Ghana 11/2023 - 03/2024* Acquiring new clients and helping them to fill vacant positions.
* Networking
* Cold calling and e-mailing
* Assisted in onboarding activities such as background checks, orientation sessions.
* Developed and maintained relationships with hiring managers to understand their needs and preferences.
* Participated in team meetings providing updates on recruitment activity status.

**Education And Training**BSC. BUSINESS ADMINISTRATIONUNIVERSITY OF PROFESSIONAL STUDIES, ACCRA [AUGUST,2020 –JUNE,2024]WASSCE (BUSINESS)ST. AUGUSTINES COLLEGE, CAPE COAST [SPETEMBER,2017- JULY,2020]SKILLS* Strong communication and interpersonal Skills, both written and verbal
* Proficient in Microsoft office, including Word, Excel, and PowerPoint
* Ability to work collaboratively in a team environment
* Ability to work under LESS/NO supervision
* Excellent time and management Skills
* Highly organized and detail-oriented

**HOBBIES*** Football
* Chess
* Listening to music
* Bike riding
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