|  |
| --- |
|  |

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

|  |  |
| --- | --- |
|  | 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 ADMINISTRATION  UNIVERSITY 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 |

|  |
| --- |
|  |