

Osei Kwame Philip

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EDUCATION

University of Professional Studies, Accra

Programme: Bachelor of Business Administration

Expected Aug 2024

Academic Standing: First Class (3.69)

Relevant Courses: Business Communication, Principles of Accounting, Managerial Economics, Management Accounting for Business, Supply Chain Management, Intro to Corporate Finance, Business Policy and Strategy, Risk and Insurance Management, Total Quality Management, E-Commerce, Elements of Marketing.

Odorgonno Senior High School, Awoshie-Accra

2016-2019

PROJECTS / ACHIEVEMENTS / AWARDS

- BCG Introduction to Strategy Consulting Job Simulation on Forage - July 2024
 - ✓ Learned how to think creatively by challenging the assumptions that guide today's thinking.
 - ✓ Used effective brainstorm strategies to generate ideas to help a fictional luxury clothing company increase sales revenue.
- Group Project on "*The Effect of Corporate Social Responsibility on Corporate Reputation and Customer Loyalty; A Comparative Study Between MTN and Vodafone Ghana*" Mar 2024
- Lean Six Sigma White Belt Certification from Minitab Jan 2023
- Excel Fundamentals Certification from Corporate Finance Institute Nov 2022
- Presentation of Financial Information Nov 2022
- Professional Ethics Certification from Corporate Finance Institute Sep 2022

WORK EXPERIENCE

Human Resource Intern, ECG (Legon District)

Jun – Aug 2023

- Assisted in addressing customer needs and finding solutions to billing related issues
- Assisted with staff management and gained skills in report preparations

Sales Personnel, Family Business, Ashaiman

2019 - Present

- Customer relations skill

LEADERSHIP EXPERIENCE

Financial Committee Member, Association of Business Administration Students, UPSA

Oct 2022 – Oct 2023

- Assisted in budget preparation and reviews for the association
- Assisted in the preparation of financial statements for the association

Protocol Prefect, Odorgonno Senior High School

2018 – 2019

- Assisted in organizing and coordinating school events such as assemblies and ceremonies
- Assisted in maintaining order and discipline among the students body by enforcing the school rules

VOLUNTEER ACTIVITIES

- Peer tutor, University of Professional Studies, Accra

Aug 2021 – Present

SKILLS AND INTERESTS

Computer Skills - Proficient in Microsoft Word, Excel, PowerPoint

Communication Skills

Teamwork

Cultural Competence

Languages - Fluent in English and Twi, Beginner French

REFERENCES:

Anthony S. Kumasey (PhD)

Senior Lecturer/Vice Dean of Students

Faculty of Management Studies

University of Professional Studies, Accra

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Anthony Buawulor Tetteh

Lecturer

University of Professional Studies, Accra

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