

EDWARD KOBINA OTOO

SUMMARY

Multi-talented Engineering graduate rewarded for success in training and operational improvements. Experienced in policy development and staff management procedures, positively impacting overall morale and productivity. Proficient in Microsoft Word, Excel and PowerPoint

WORK HISTORY

NOSK Ultra-Modern Engineering, PS Global Estates, Community 25, Tema. 09/2021 to current

Engineer's Assistant and Mechanical Supervisor

- Negotiating with Car parts vendors for good prices
- Reviewing title documents on land and properties for real estate businesses
- Preparing understandable estimates for clients
- Planning and Organizing
- Interviews

Africa West Area Office of the church of Jesus Christ of Latter-day Saints. 09/2019 to 09/2020

**National Service Personnel,
Assistant to the Area Physical Facility Manager and Real Estate analysts**

- Operated with high integrity, built trust, and earned sustained credibility with external vendors
- Reduced loss of land documents by scanning all documents at the offices daily and saving in a folder as backup
- Created a report sheet using Excel on Data usage in meeting houses too help management check the cost of Internet in West Africa.

Platon Gas Oil – Tema, Greater Accra

Internship Student, 05/2017 to 09/2017

- Gave constructive feedbacks to instructor and management to receive day-to-day tasks and responsibilities.

CONTACT

Address: PS. EJ149, Abakali St

Phone: 233-557-612488

Email: iamready1995@gmail.com

SKILLS

- Customer Retention
 - Record keeping
 - Maintenance scheduling
 - Data Analysis
 - Administrative skills
 - Good Presentation skills
 - Negotiating skills
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- Upheld strict security procedures to maintain data confidentiality.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current, and compliant financial records.
- Participated in Safety workshops

Gloria Memorial Clinic Afienya

Biostatistician, 10/2013 to 04/2014

- Data Entry
- Filing documents
- Purchasing pharmaceuticals

Ghana Missionary Training of the church of Jesus Christ of Latter-day Saints, 10/2017 to 08/2019

Trainer

- Helped missionaries set meaningful goals and make effective plans to achieve those goals
 - Helped missionaries understand and apply the doctrine of Christ as they study the Preach My Gospel manual.
 - Assisted in training Prospective Teachers
 - Assisted in Book binding and other administrative works
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EDUCATION

High School Diploma (WASSCE) .10/2010 to 05/2013

Chemu Senior High School

- General Science student

Accra Technical University - Accra, Tudu 10/2016 to 05/2019

- Majored in Plant Engineering
 - Graduated with First class Honors in Higher National Diploma
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LANGUAGE

English

REFREES

Sister Stella Kwakye -Real Estate Project Manager AWA Office ,0556580219

Dr Dzidzo Yirenya-Tawiah, CEO Gloria Memorial Clinic ,0244624657

Nana Otuo Serebuor , NOSK Ultra-Modern Engineering , 0552513642
