

Dan Sarpong
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PERSONAL INFORMATION

Name: Dan Sarpong
Nationality: Ghanaian
Marital Status: Single
Gender: Male

CAREER OBJECTIVE

A buoyant business professional with the purpose of empowering systems & corporations through efficient administrative & personnel management approaches.

NB: The above objective is a sample which you can customise to suit your profession.

SKILLS/ATTRIBUTES

Communication skills, Managerial Skills, Team player, Results oriented, Time conscious, Disciplined, Determined, Confidentiality, Multi-tasking, Customer care, Research, Attention to detail, Work under pressure.

EMPLOYMENT HISTORY

Mention in inverse sequential order (most recent experiences first); include position details and dates. *NB: If you are a fresh graduate, your educational qualifications should come above your employment history. Also, state your National Service experience where applicable.*

Administrative Manager at QRS Company Ltd (2018 to present)

Functions

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Deputy Admin Manager at EFG Company Ltd (2016 to 2018)

Functions

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Administrative Personnel at BFT Company Ltd (2012 to 2015)

Functions

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- XX
- XX
- XX

EDUCATION

Mention in inverse sequential order and add dates, majors, and details of degrees for each school you attended starting from the highest down to the lowest qualification. For example,

Year	Institution
XXX to XXX	ABC University [Doctorate Degree (PhD) in Leadership]
XXX to XXX	XYZ University (MA/MSc/MPhil in Human Resource Mgt.)
XXX to XXX	XYZ University (BA in Comm. Studies)
XXX to XXX	CBC High School or SHS (W.A.S.S.C.E)
XXX to XXX	BFT Primary/JHS (B.E.C.E)

TRAINING/WORKSHOPS/SEMINARS

- Had a 1-Month training program with ABL services limited on HR Analytics and Budgeting.
- Two-weeks training program at the University of GFC Business School on Human Resource Management.

PROFESSIONAL MEMBERSHIPS/QUALIFICATIONS

Professional qualifications and credential examples are as follows:

- Accredited Public Relations Practitioner (APR) from Institute of Public Relations, Ghana.
- Chartered Accountant from ICAG
- Accredited HR practitioner from IHRMP, Ghana.
- Affiliate member of CIMG, Ghana.
- Grade 3 certificate in French fluency from Alliance Francaise.

LEADERSHIP/MANAGEMENT EXPERIENCE

If you have taken part in any voluntary/community service engagements, such as serving on a committee or presiding over a department, mention it. Include your title if you had one. See the example below:

- Campaign co-ordinator for SRC presidential candidate on XYZ university campus for the 20XX/20XX academic year.
- President of ABC Students Union in my parish (ABC Catholic Church, Ghana) from the year 20XX to 20XX.

HONORS AND AWARDS

Add any honors or awards you have gained that are applicable to the job you want.

- Employee of the year award for 20XX.

- Four time employee of the month award winner between, January to April, 20XX.
- Most promising sales person award for year 20XX.

RESEARCH AND/OR PUBLICATIONS AND/OR PRESENTATIONS

Mention any significant publications, research works you have worked on, or expert presentations you have given. You might divide these into subsections.

- Presentations at conferences
- Books/Journals
- Articles/Publications
- Research Projects/Programs

HOBBIES/INTERESTS

This section is optional. Include any interests that are at least somewhat relevant to your professional interests.

REFERENCES

This section can be written as, “available upon request”. This is so because information on the reference section takes up a lot of space that can be used to add more information about your tangible accomplishments and experience. You can take it off, as in most cases an employer would presume you have appropriate references and requests for them when they need them.