

CURRICULUM VITAE

PERSONAL INFORMATION

COLLINS BREFO

📍 02330 KUMASI (GHANA)

☎ (+233) 247005008

✉ collinsbrefo22@yahoo.com

Sex Male | Date of birth 28/03/1989 | Nationality Ghanaian

PERSONAL STATEMENT

A graduate with good communication, organisational and leadership skills gained in school, internship and working experience. I am self-motivated, innovative, able to work with or without supervision with clear objectives, building in me a positive mentality of “Can Do” and also adaptable to changes and new environments. Always ready to bring my expertise to bear and contribute my quota towards the achievement of overall business goals and objectives.

WORK EXPERIENCE

01/09/2019–Present

DISTRIST MANAGER (PROCUREMENT MANAGER), COCOA BUSINESS

OLAM FOOD INGREDIENTS (OFI) GHANA LIMITED – WASSA AKROPONG

- District/ Society organisation (Setting up the local working environment and fuelling the various functions).
- Recruit, Develop and Retain potential/competent purchasing clerks for the district.
- Procurement target setting and roadmap for achievement.
- Management and Review of district wise operations.
- Cycle Time management and achievement.
- Relationship building with relevant stakeholders.
- Design, execute, monitor and adapt procurement strategy in accordance with the company’s objectives.

01/09/2017–01/09/2019

AREA ACCOUNT DEVELOPER (AAD), FIELD SALES

MTN GHANA - KUMASI

- Identification and Creation of new sales channels i.e. outlets/merchants/FMCGs and management of existing set-ups.
- Setting area/territory sales objectives (forecasts, growth, share etc.) in accordance with the overall company objectives.
- Canvasser/Team management.
- Identify and resolve clients challenges on products and services
- Maintain and develop relationships with relevant market stakeholders.
- Territory Market Work and Activations.

- Ensuring Availability, Visibility, Accessibility and Merchandising (AVAM) of MTN products and services at POS/agent/retail outlets.
- Organising community and institutional presentations on MTN products and services.
- SIM sales, Data and device sales and smart phones connections.
- Coordinates and liaises weekly group accompaniments.

01/09/2016–31/08/2017 **ASSISTANT MIDDLE ZONAL ADMINISTRATIVE OFFICER (NSP)**

PLANNED PARENTHOOD ASSOCIATION OF GHANA (MIDDLE ZONE), KUMASI

- Data and System management.
- Records keeping.
- Report/minutes writing and presentations.
- Organising outreach programmes for schools, churches and communities on STIs, and family planning.

01/09/2015–23/12/2015 **TEACHER**

ASANTEMAN SENIOR HIGH SCHOOL, KUMASI (GHANA)

- Worked as a Student-Teacher.
- I was Teaching Geography in Form Two.

2014/2015 **MOBILE MONEY MERCHANT OFFICER**

MTN GHANA – SUNYANI

- Merchant training and support.
- Rural Banks and Micro Finance presentations/ set-ups on Mobile Money.
- Back office support to Mobile Money outlets

2012–2014 **SALES AGENT**

MTN GHANA, KUMASI

- Selling and activation of the MTN SIM Cards.
- Setting customers' phone GPRS
- Porting other networks to MTN
- Device Sales (phones, modems, etc.)

16/05/2022–Present **MASTER OF SCIENCE, PROJECT MANAGEMENT**

CAPE COAST UNIVERSITY (GHANA)

www.ucc.edu.gh

PROJECT MANAGEMENT

- Project Management Techniques
- Project Risk and Quality Management
- Managing Stakeholder Communications
- Management and Organisational Behaviour

18/08/2012–29/07/2016 **BACHELOR OF ARTS**

UNIVERSITY OF EDUCATION, WINNEBA, WINNEBA (GHANA)

www.uew.edu.gh

SOCIAL SCIENCE EDUCATION

- GEOGRAPHY AND ECONOMICS

09/09/2007–01/06/2011 **WEST AFRICAN SENIOR SCHOOL CERTIFICATE
EXAMINATION**

KUMASI HIGH SCHOOL, KUMASI (GHANA)

GENERAL ARTS

09/2004–04/2007 **BASIC EDUCATION CERTIFICATE EXAMINATION**

PENFIELD INTERNATIONAL SCHOOL, KUMASI (GHANA)

04/2016 **SPRINGBOARD ROAD SHOW**

LEGACY AND LEGACY (SPRINGBOARD ROAD SHOW), WINNEBA
(GHANA)

GHANA'S FOREMOST CAREER AND PERSONAL DEVELOPMENT

06/04/2016 **CERTIFICATE OF PARTICIPATION IN SEMINAR**

GEOGRAPHY STUDENTS' ASSOCIATION (UNIVERSITY OF EDUCATION,
WINNEBA), WINNEBA (GHANA)

GEOGRAPHER'S ROLE IN NATION BUILDING

26/06/2017 **CERTIFICATE IN PROJECT MANAGEMENT AND
LEADERSHIP SKILLS TRAINING**

EDUWAYNES PROJECT MANAGEMENT CONSULT, KUMASI (GHANA)

Project Management and Leadership Skills

PERSONAL SKILLS

Mother tongue(s) ASANTE TWI

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ENGLISH	C2	C1	C2	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills gain through my experience as a district manager and field sales agent at Olam Ghana Ltd and MTN Ghana Ltd respectively.
- Good communication skills as a Student-Teacher through lessons delivery and class interactions at Asanteman Senior High School.

Organisational / managerial skills

- Good command of quality administrative reporting in Microsoft Power Point, Excel and Word gained as an Area Account Developer in MTN-Ghana and District Manager at Olam Ghana Ltd.
- Good leadership skills gained as the team lead for the Ashanti-MADE territory at MTN Ghana.
- Good presentation skills gained as the assistant to the Administrative Officer at Planned Parenthood Association of Ghana, Middle Zone (Suame-Kumasi)

Job-related skills

- Highly equipped in sales, marketing and procurement strategies as a field sales personnel and district manager in MTN Ghana Ltd and Olam Ghana Ltd.
- Good command of Data Management and Record keeping skills gained as assistant Administrative Officer at Planned Parenthood Association of Ghana, Middle Zone (Suame-Kumasi).
- Good command in Information and Communication technology (ICT) through the study of ICT in school and through the study of Geographic Information System (GIS) at the University of Education of Education, Winneba.
- Good interpersonal relationship gain through sales and distribution as a team

lead and field agent in MTN Ghana – Kumasi and Sunyani respectfully.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital skills - Self-assessment grid

REFREES

Samuel Owusu Baah (Mr.)
Territory Sales Controller - Ashanti
MTN Ghana
(+233) 244309299
Samuel.OwusuBaah@mtn.com

Kwasi Osei Hyeaman (Mr.)
Area Sales Manager – Norther Ghana
Sales and Distribution MTN Ghana
(+233) 244304833
Kwasi.OseiHyeaman@mtn.com

Ishmael Yaw Dadson (PhD)
Snr. Lecturer Department of Geography Education
University of Education, Winneba
Winneba
(+233) 246578857
iydadson@uew.edu.gh / dadsonyaw@yahoo.com

Joseph K. Agyemang (Mr.)
Zonal Senior Admin. Officer
Planned Parenthood Association of Ghana
Middle Zone (Suame-Kumasi)
(+233) 244654980
joeagyemang@gmail.com