
MICHAEL TETTEY

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ABOUT

A highly motivated, adaptable and energetic individual with wonderful organizational, analytical and inter-personal skills. A good team player who is comfortable in working in multi-tasking environments with diverse teams to achieve results.

Adept at working effectively to achieve goals both as a cross-functional team member and individual contributor.

WORK EXPERIENCE

Wilena Nursery and Preparatory School • Dansoman, Accra • 02/2024 – Present
Teacher • Part-time

- Enhanced student engagement through the creation of interactive lesson plans, resulting in improved academic performance and classroom participation.
- Ensured the safety of all students by implementing emergency response procedures, resulting in a secure and nurturing learning environment.
- Provided constructive feedback to students based on thorough assessment, resulting in improved academic growth and a deeper understanding of subject matter.
- Strengthened educational partnerships by maintaining clear communication with students, parents, and colleagues, fostering a cohesive and productive learning environment.

Ghana Statistical Service • Korle Klottey, Accra • 01/2024 - 02/2024
Field Officer • Contract

- Successfully covered 100% of assigned establishments as a field enumerator for the Ghana Statistical Service for the 2024 Integrated Business Establishment Survey, contributing to comprehensive and representative survey results.
- Conducted 100+ interviews to collect census data, ensuring accurate and comprehensive information for analysis and decision-making purposes.
- Partnered with colleagues to tackle challenges during data collection, cultivating a supportive atmosphere and ensuring timely completion of all tasks.
- Ensured 100% accuracy of collected data by implementing quality control measures, enhancing the credibility of research findings and recommendations.

Amata Cosmetics Ltd • Makola, Accra • 07/2021 - 12/2023
Sales Associate • Full-time

- Secured a number of new client meetings, resulting in an increase in sales opportunities for the business.
- Sales reporting and reviewing performance, analyzing customer interactions and sales data, leading to the development of targeted sales strategies, resulting in an increase in customer acquisition and retention.

- Overseeing, receiving, warehousing and distribution operations, resulting in an improvement in inventory accuracy, leading to reduced stock outs and increased customer satisfaction.
- Maintaining documentation and keeping accurate records of warehouse activities, resulting in a reduction in inventory discrepancies and ensuring smooth operations.

Gold Coast Restaurant Ltd • Cantonments, Accra • 01/2021 - 06/2021
Store Manager/ Head of Operations • Full-time

- Compiled and submitted detailed daily and monthly reports on the status of consumable materials, facilitating efficient inventory management and cost-effective procurement strategies.
- Oversaw kitchen and production operations, ensuring smooth workflow, adherence to quality standards, and timely delivery of products to meet customer demands.
- Directed administrative functions at the East Legon Branch, orchestrating efficient office operations, optimizing resource utilization, and enhancing overall organizational productivity.
- Implemented rigorous inventory control measures, identifying and categorizing slow-moving and non-moving items to streamline procurement processes and minimize inventory holding costs.

Nericks Interiors Ltd • Mallam, Accra • 07/2020 - 01/2021
Sales Executive • Full-time

- Facilitated seamless communication between the company and its clients, addressing inquiries, providing strategic counsel, and introducing innovative product solutions.
- Drove sales of company products and services through targeted marketing strategies, resulting in increased revenue and market penetration.
- Produced comprehensive reports detailing marketing activities, encompassing campaign performance metrics, strategic insights, and actionable recommendations for optimization.
- Executed precise installation of curtains, blinds, and various interior decoration items, ensuring impeccable craftsmanship and client satisfaction.

Gold Coast Restaurant Ltd • Cantonments, Accra • 05/2017 - 06/2020
Store Manager/Head of Operations • Full-time

- Compiled and submitted detailed daily and monthly reports on the status of consumable materials, facilitating efficient inventory management and cost-effective procurement strategies.
- Oversaw kitchen and production operations, ensuring smooth workflow, adherence to quality standards, and timely delivery of products to meet customer demands.
- Directed administrative functions at the East Legon Branch, orchestrating efficient office operations, optimizing resource utilization, and enhancing overall organizational productivity.
- Implemented rigorous inventory control measures, identifying and categorizing slow-moving and non-moving items to streamline procurement processes and minimize inventory holding costs.

National Lottery Authority • Castle Road, Accra • 01/2017 - 05/2017

Retailer

- Served as a dedicated retailer under SIMNET GH LTD., a subsidiary of the National Lottery Authority, effectively managing sales operations and fostering customer engagement to drive business growth.
- Successfully marketed and sold lottery tickets, driving revenue generation and contributing to the achievement of sales targets.

EDUCATION

Bachelor's degree In Information Technology (In Pursuit)

Methodist University Ghana • Dansoman, Accra • 01/2022 - 01/2025

West African Senior Secondary Certificate Examination (WASSCE)

Abuakwa State College • Kibi, Eastern Region • 01/2013 - 01/2016

Basic Education Certificate Examination

St. Clare Preparatory and JHS • Lartebiokorshi, Accra • 06/2013

CERTIFICATIONS

AI Career Essentials • 04/2024

ALX GHANA

The Fundamentals of Digital Marketing • 06/2020

GOOGLE

Diploma in CCNA • 12/2016

SOUL FOOD ICT COLLEGE

Honors Diploma in Network Engineering • 09/2016

SOUL FOOD ICT COLLEGE

AWARDS & SCHOLARSHIPS

Best IT Student • 08/2013

St. Clare Preparatory and JHS

VOLUNTEERING & LEADERSHIP

Church Of Christ Students Association (ABUSCO Chapter) • 09/2015 - 05/2016 • Treasurer

• Kibi, Eastern Region

Methodist University Information Technology Students Association (MUITSA) • 05/2024

- Present • **Programming Head** • Dansoman, Accra

SKILLS

Soft Skills: Business Development, Communication, Customer Relationship Management, Operational Excellence, Quick Setback Recovery, Relationship Building, Strong Work Ethic, Leadership, Adaptability, Emotional Intelligence.

Hard Skills: Project Management, Cloud Computing, Cybersecurity, Computer Hardware,

Machine Learning/AI, Microsoft Office, Network Administration, Software Development, Data Analysis.

INTERESTS

Blogging, Sports, Reading, Photography, Community Involvement.

REFEREES

Prosper Oti
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