**[Sales Representative Data Entry](https://www.postjobfree.com/resume/ad0rz1/sales-representative-northgate-on-l6s)**

**Location:**Northgate, ON, L6S 2J1, Canada

**Posted:**November 01, 2023

**Contact Info:**

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**Resume:**

PATRICK SAKYI ASAMOAH

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Email: noblepat30@gmail.com

CAREER OBJECTIVES

Seeking a challenging position in a reputed organization where I can launch my career, learn new skills, expand my knowledge and contribute to the organization’s growth.

EDUCATION

BSC PLANNING IN DEVELOPMENT PLANNING

University for Development Studies

Tamale – Ghana

September 2013 – July 2017

GENERAL ART

Osei Kyeretwie Senior High School, Kumasi-Ghana

September 2008-July 2012

CAREER EXPERIENCE

PLANNING ENGINEER, GREATER ACCRA

Utility Engineering and Technological Service, January 2021– September 2023

•Developed and implemented a comprehensive project plan to ensure the timely completion of all stages of the project

•Negotiated contracts with external vendors while ensuring that quality standards were met at all times

•Evaluated new technologies that could be integrated into existing systems for improved results

•Reviews written instructions, work procedures and safety procedures and requirements

STORE MANAGER, GREATER ACCRA

Kofi Owusu Clothing, November 2019 – December 2020

Contributes to team effort by accomplishing related result as needed

Managed all controllable costs to keep operations profitable

Managed stock levels and make key decisions about stock control

Analyzed sales figures and forecast future sales

Responds to customer complaints and comments

SALES REPRESENTATIVE, GREATER ACCRA

God’s Way Enterprise, September 2018 – July 2019

Sells and promotes products to both existing and potential clients

Monitored competitors sales activities

Established and maintained positive business relationships with clients

Performs needs analysis and costs benefit analysis for clients

NATIONAL SERVICE

Madina Municipal Assembly, Greater Accra

Development Planning Department, August 2017 – August 2018

Performs research, compiles data and prepares reports related to Municipal planning and zoning

Assists with file maintenance, data entry and generates reports

FACTORY WORKER, KUMASI – ASHANTI.

Agyeiwaa Memorial Company limited, May 2012 – August 2013

Verifies product for quality assurance

Keeps track of product and report of damaged or lost items

Ensured product meets all regulations

Repairs defective or damaged materials

SKILLS

Budget Planning Capabilities

A good communicator, with excellent presentation skills and proficient in the English language.

Phone, Email and Face to Face Communication.

Great attention to details with the ability to multi-task.

Ability to work independently and in a team-based environment with other employers at all levels.

Understands and follows safety rules and practices and ensuring the safety of self and others.

Also good in sorting, checking and packing of products

Good interpersonal relationship

REFERENCE

Kenneth Kwateng

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