**CURRICULUM VITAE**

### MARTIN KOJO TEPRETU

P. O. BOX MD 358

MADINA

E-mail: tepretumartin@gmail.com

rucandy81@gmail.com

Mobile: +233 –244434161

+233 -240223039

### Career Objective

**To develop a career in the field of Transport and logistics Officer to help aimed towards organizational growth, Profitability, Aims and Objective in the area of Business development; by utilizing my potential through Effective and Efficient quality service delivering, higher Performance standards attainment in a Competitive environment, and Career advancement professionally.**

### Summary of Skills & Qualities

**I am focused, organized driver with a great safety record and a self-motivated individual with good interpersonal Skill, Information management and Organizational skills due quality experiences I gathered for Eighteen (18) years in the field of driving and service delivery.** I also have an unwavering commitment to customer service, with the ability to build productive relationships and win customers loyalty. A flexible and versatile individual who can maintain a sense of humor even under pressure **as well as** adapt quickly to the flow of new information and ideas in a multi-disciplinary environment**.** A team player and ready to learn which I enjoy.

**CORE QUALIFICATIONS**

* Knowledge on Road Regulations
* Safety regulations
* Time management
* Customer service
* Route planning
* Vehicle maintenance and cleaning

### Relevant Professional Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description**  | **Institution/ Organization** | **Responsibilities** | **Duration** |
|  |  |  |  |
| **PERSONAL DRIVER****Or** **CHAUFFEUR** | Country Manager forProminent International Group | * Personal driver to the country manager.
* Conduct inspections of vehicle prior to trip.
* Ensuring that every trip remains safe and enjoyable.
* Assisting with the loading and unloading of their possessions.
* Resolve criticisms as they arise.
 | 2018-Date |
|  |  |  |  |
| **GAS CYLINDER DRIVER** | GBA Gas Enterprise | •Sourcing for available door to door Delivery of Gas.•Conduct inspections of equipment and vehicle prior to deliver of customers Cylinders and analyze inventory to ensure accurate delivery.•Invoice preparation, book-keeping and receipt and payment.• Customer Service | 2010-2015 |
|  |  |  |  |
| ***Gas Pump Attendants*** | Superior Oil Company Limited Accra, GH |  Customer Service | 2006-2010 |
| **Contract Driver** | Glotech Engineering Ltd. (Under Tema Oil Refinery | * Company driver
* Conduct inspections of vehicle prior to trip
* Assist in all departments as factory hand
 | 2002-2006 |

### Academic Qualification

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institution** | **Year of completion** |
|  ADVANCECertificate in Marketing - **Gas &Oil Operations**  | ***Management Development and productivity Institute***  ***( MDPI* )-Accra** |  |
| Certificate in Marketing - **Gas &Oil Operations** | ***Management Development and productivity Institute***  ***( MDPI* )-Accra** | 2011-2012 |
|  | Programme Modules:* Overview of Oil and Gas industry,
* Supply Chain Management,
* Procurement Management,
* Store and Inventory Management,
* Energy Policy and the Environment,
* Energy Trading and Risk Management,
* Managing and understanding the customer,
* Retail Management –Customer Care,
* Personal Selling Management,
* Credit Control,
 |
| Certificate in Career Development for LPG Marketing Companies and Operators | **National Petroleum Authority and Environmental Protection Agency** | June - 2008 |
|  | Programme Modules:* *Guidelines for establishment*
* *Operations of LPG Refilling Plant in Ghana.*
* *Customer Service.*
 |  |
| SSCE Certificate | **CHEMU Secondary School (Tema)**  | 1998-2000 |
|  | Programme Modules: Visual Art |

### Training & Seminar

* Seminar on the Operations of LPG and Refilling Plant in Ghana.
* Customer Service - **NPA** and **EPA**

### Computer / Software Proficiency

* Microsoft Word
* Microsoft Windows
* Hardware

### Interests / Hobbies

* Cooking
* Listening to music
* Reading

### References

1. Mr Divine Elijah Golden 2. Mrs Ruth Atsu Tepretu

 **Country Manager**  Opportunity International

Prominent International Group (Savings and Loans Ltd)

 **Tel:** 0552533010 / 0277426540 **Branch Operations Manager**

 **Tel :** 0240223039

 3. James Andah

 **Head Pastor**

 Word Bride Fellowship- Madina

 **Tel** : 0244 405904

.