**CURRICULUM VITAE**

### MARTIN KOJO TEPRETU

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MADINA

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### 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 for  Prominent 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** | |
| ADVANCE  Certificate 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

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