

ERIC WILSON

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

- **Tema West Municipal Assembly**

May 2017 - Til date

Revenue Officer

- Distribute property Rate Bills to Property Owners using a mobile device.
- Collection and processing of property rate payment.
- Assisting property owners to create an online accounts.
- Updating Property and Property owners records.
- Capture and record new property information.
- Educate taxpayers about their tax responsibilities and new collection processes.
- Provide taxpayers with quality customer service.
- Report on people who are having difficulty or refusing to pay property rate.

- **Olam Ghana- Biscuit**

May 2015 - May 2017

Warehouse Assistant

- Protect stock to minimize damage or loss.
- Clean and maintain the warehouse.
- Maintain and file necessary documents in an accurate and timely manner.
- Update the warehouse register and stock cards daily and upon stock movement.
- Check stock levels and properly rotate stock as required to ensure First-In-First-Out (FIFO).
- Report loss, damage and discrepancies to the supervisor.
- Assist in labeling, tagging and packaging of products.
- Sorting products and stacking them.
- Receiving and verifying the inventory with the purchase order.

- **Angel Data And Telecom Services**

February 2010 - February 2014

Team Leader/Supervisor

- Supervise the work of client service personnel.
- Prepare duty roster for both supervisors and client service personnels.
- Collect daily sales from client service personnels.
- Pay daily sales to the bank.
- Provide customers with quality customer service.
- Manage the Plaza and its equipment.
- Safety Management.
- Report writing
- Analyse information.
- Manage Processes and standards.

- **In God We Trust Enterprise**

September 2007 - February 2010

Van Salesman

- Sell Fast Moving Consumer Goods (FMGS) to Retail outlets.
- Prospect for new customers.
- Pay daily sales to the accountant.
- Take stocks.
- Write VAT invoice.
- Provide customers with quality customer service.

- **Adjapomaa D/A JHS**

October 2006 - August 2007

Subject Teacher

Teach Mathematics and Social Studies.

Write Lesson Notes.

Write Terminal Report.

EDUCATION

- **Cornerstone OnDemand Foundation(CILT) UK**

2020

Procurement and Logistics

- **Open University/Google Digital Skills For Africa**
2019
Fundamentals Of Digital Marketing
- **Takoradi Polytechnic**
2006
HND in Marketing
- **Our Lady Of Mercy Secondary School**
2001
S.S.S.C.E- General Art

SKILLS

- Team Building
- Decision Making
- Multitasking skills.
- Excellent Communication skills.
- Sales.
- Problem Solving.
- Organizational skills.
- Attention to Details.
- Customer Service skills.
- Reporting skills.

ACHIEVEMENTS & AWARDS

- I helped increased toll Revenue Collection by 80 Percent as Team Leader/Supervisor at Angel Data And Telecom Services.
- I helped increased Sales Revenue by 65 percent as a Van Salesman at In God We Trust Enterprise.

INTERESTS

- Surfing through the internet
- Participating in Social Events.
- Cashiering.
- Research.

REFERENCE

- **Mr Anthony Ankapong - "Unilever Ghana Limited"**
Tax And Pensions Manager
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0262688372
- **Ophelia Brenyah - "Angel Data And Telecom Services"**
Project Coordinator
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- **Christopher Tettey - "Olam Ghana- Biscuit"**
Team Leader
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