

GEORGE MAVERICK OFORI

Portfolio: www.georgemaverickofori.com



CONTACT

+971547549417

CORE COMPETENCIES

Financial Analysis
Making Remittance
Foreign Currency
Dealing Making WPS
Files Corporate
Transactions Customer
complaints
Cash handling &
Collection Document
controlling Process

EDUCATION

BSc.

Information Technology

DATA ENTRY/ CUSTOMER SERVICE OFFICER / CASHIER/IT SUPPORT

Erudite in IT Support, Cashier, Customer Service and Data Entry Specialist with strong interpersonal skills, including building and maintaining lasting relationships with internal staff and clients from diverse backgrounds. Demonstrated ability to foster a collaborative team environment, while maintaining the highest level of confidentiality at all times. Communicates ideas and intentions openly and directly in a timely, sensitive, and tactful manner utilizing well-developed presentation and written skills. Currently in search of the opportunity to enhance my professional skills, capabilities, and knowledge in an organization that recognizes the value of hard work and trust, where an aptitude for organizational success along with personal growth

SKILLS SET:

- Proficiency in **Accounting Software's (CRM, QuickBooks, ERP etc.)**
- Advance MS Excel i.e. **VLOOKUP, Conditional Formatting, Pivot Table, etc.**
- Knowledgeable in computers and proficient in MS Office applications (**MS Word, MS Excel, PowerPoint**) Internet.
- Website Development
- IoT
- Graphics Designing
- Proficiency in Googling

TRAINING:

Cloud Engineering

- Linux Commands
- Bash Shell Scripting
- **AWS (EC2, VPC, IAM, ELB, RDS, S3, etc.)**
- Git and GitHub
- Terraform (Infrastructure as Code) IaC

- ✓ Foreign Currency Counterfeit Training
- ✓ Fraud Prevention Training.
- ✓ AML and Security Training.



EXPERIENCE:



Cashier / Customer Service Officer/Data Entry - **2 years**

EMIRATES INDIA INTERNATIONAL EXCHANGE

- To provide Excellent customer service and create a strong relationship between branch customers & organization.
- Introduce new marketing strategies and organizing business promotion activities
- Achieved all given targets related to business development and exceed monthly sales goals.

INTERPERSONAL SKILLS

- ❖ Communication
- ❖ Problem-solving
- ❖ Teamwork
- ❖ Decision-making
- ❖ Collaboration
- ❖ Persuasion
- ❖ Active Listening
- ❖ Attention to Details

ACCOMPLISHMENT:

Awarded as Best employee of the month.

- WPS marketing and maintain relationship with the corporate Clients & organization.
- Developing sales strategies and setting quotas and organizing marketing events and programs.
- Developed and implemented strategic marketing plans and tracking result.
- Providing support for clients by learning about and satisfying their needs.
- Have a strong market intelligence on the competitor's activities and feedback to the management.
- To perform a role of marketing & sales executive during off-peak business hours.
- Develop and maintain sales materials and continue to enhance product knowledge and related skills.
- Process and transacts all bank telex transfer, perform and handles all kinds of express cash remittance international and local, (Western Union, Transfast, IME, Instant Cash, Himal Remit, and Prabhu Money Transfer).
- To provide currency exchange remittance delivery information and prepare end of day report & weekly sales report and cash reconciliation.
- To maintain record & documents prepares reports and performs work processing assignments and related clerical duties.

EDUCATION:

Wisconsin International University College, Ghana

Bachelor of Science in Information Technology - 2017 -2021

Bachelor Degree has been **attested in United Arab Emirates** (the document can accessed at georgemaverickofori.com)

DECLARATION: -

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief.



WISCONSIN
International University College, Ghana