

# **DR. SAMUEL FAAKYE KONADU, FCIMS.**

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## **PERSONAL STATEMENT**

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To reach the utmost level in Management, Administration, Economics, Finance and Consultancy; where ones' technical competence, professionalism, experience, skills and abilities would be harnessed to the brim for the benefit of the team and the organisation in total.

## **EDUCATION**

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### **Anglia Ruskin University**

- Master of Business Administration

**United Kingdom (UK)**

**Completed: 2013**

### **Concord Business College**

- ABE Level 7 Extended Diploma in International Finance Management

**Accra, Greater Accra Region (Ghana)**

**Completed: 2012 - 2013**

### **Institute of Commercial Management**

- Graduate Diploma in Management Studies

**United Kingdom (UK)**

**Expecting Graduation**

### **Koforidua Polytechnic**

- Higher National Diploma – Marketing Option

**Koforidua, Eastern Region (Ghana)**

**Completed: 2007 – 2010**

### **KOFORIDUA SECONDARY SCHOOL**

- Business (WASSCE)

**Koforidua, Eastern Region (Ghana)**

**Completed: 2003 - 2006**

### **CHRIST COMPLEX JSS**

- Basic Education Certificate Examination

**Koforidua, Eastern Region (Ghana)**

**Completed: 1994 - 2002**

## **PROFESSIONAL QUALIFICATION**

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### **The Institute of Chartered Economists of Ghana**

- Chartered Economist

**Accra, Greater Accra Region (Ghana)**

**completed: 2017**

### **Institute of Certified Business Analysts and Consultants**

- Certified Global Business Analyst
- Certified Business Consultant

**Accra, Greater Accra Region (Ghana)**

**Completed: 2016**

**Completed: 2016**

## **PROFESSIONAL BODY MEMBERSHIP**

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### **Chartered Institute of Management Specialist**

- Doctoral Fellow (**FCIMS**)

**United States of America**

**Elected on 17<sup>th</sup> July 2017**

### **Institute of Certified Business Analysts and Consultants**

- Member

**Accra, Greater Accra Region (Ghana)**

**Elected on 14<sup>th</sup> February 2017**

## **WORK EXPERIENCE**

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### **Private Consultant**

**May 2017 – January 2018**

- Assisted in designing, implementing and evaluating business models.
- Conducted market survey analysis for small and medium enterprises
- Served as a monitoring and evaluation officer for certain undertakings.
- Assisted organizations in crafting and executing strategies for initiatives.
- Contributed in improving business performance through the organization of leadership and job trainings.

### **Good Foundation Driving School – Nkawkaw, Eastern Region**

**January 2014 – March 2017**

#### ***Position: Driving Theory Facilitator***

- Organized occasional workshops on road safety.
- Assisted top level management in decision making.
- Coordinated all Consultancy and administrative activity.
- Thought students the necessary requirements of driving.
- Served as a liaison between the school and the Drivers' and Vehicle License Authority.
- Prepared candidates due for the Drivers' and Vehicle License Authority computerized driving theory test.

### **IAS/FEDEX Ghana Limited – Nkawkaw, Eastern Region**

**November 2011 – July 2016**

#### ***Position: Branch and Marketing Manager***

- Organised scheduled market surveys.
- Coordinated all administrative activities.
- Prepared occasional reports to superiors.
- Supervised the prospecting for new clients.
- Directed all marketing activities at the branch.
- Responsible for handling and disbursing of petty cash.
- Ensured compliance with the IAS/FedEx compliance policy.
- Made sure all activities and targets set are achieved on time.
- Designed and implemented a customer relations programme.
- In-charge of all employees and other resources at my division.
- Masterminded all business developments activities at the branch level.
- Developed and implemented strategies for competitive advantage in our division.

### **Adjobue R/C Junior High School – Akyem Adjobue, Eastern Region**

**October 2010 – August 2011**

#### ***Position: Class Teacher – National Service Personnel***

- Assisted in marking examination scripts.
- Assisted in setting examination questions.
- Prepared lesson notes on the taught subjects.
- Served as a stand-by teacher for the various subjects.
- Organized extracurricular activities to engage the pupils.
- Offered assistance to the administration when necessary.
- Taught Mathematics and English Language at the Upper Primary.

**Position: Store/Inventory Manager**

- Prepared timely reports to owner.
- Supervised all stock taking exercises.
- Controlled all other operational activities.
- Oversaw in keeping all accounting books clean.
- Administered the day to day running of the firm.
- Made sure all other employees are at post on time.
- In charge for undertaking continuous inventory valuation.
- Checked occasionally to verify if all the trade receivables are recouped within their credit span.
- Responsible for making necessary purchase orders and validating reasonable trade discounts.

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**PUBLICATIONS AND PROJECTS**

Konadu, F. S. (2015), "*Comprehensive Driving Manual*". A book on what you should know and how to drive safely.

Konadu, F. S. (2016), "*Driving test for class B and C*". A comprehensive manual to assist candidates due for licensing.

Konadu, F. S (2013), "An investigation into customer involvement in new service development". ". Undertook the project to conduct an investigation into: new service development and its processes, customers' involvement their roles in new service development as well as the benefits and challenges associated with their involvement.

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**SKILLS, INTERESTS & COMPETENCES**

- Strong ability in leading teams.
- Fluent in spoken and written English.
- Excellent ability to work under pressure.
- Ability to work under minimum supervision.
- Team building, Researching and Motivation.
- Strong communication and interpersonal skills.
- Excellent Analytical and critical thinking Skills.
- Ability to employ considerable tact in a sound judgment.
- In-depth knowledge in consultancy and business analysis.
- Impeccable tenacity to achieve set targets and goal on time with available resources.

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**REFEREES**

**Prof. Emmanuel Osei Asiamah**  
Chief Executive Officer  
Headge Pension Trust  
Clearance Consult Limited  
P.O. Box 12514, Accra-North, Ghana  
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\*R/C – Roman Catholic.

\*ABE – Association of Business Executive.

\*WASSCE – West African Senior Secondary Certificate Examination