

Samuel Abodaku

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Managing Director

Highly motivated, professional managing director over 9 years' experience in a fast-paced construction environment. Extensive experience supporting senior consultants in high-profile construction projects. Exceptional analytical ability and talent for managing information. Proficient in:

- Power Bi
 - Project Setup & Monitoring
 - Project Communication
 - Microsoft SharePoint
 - Microsoft Project
 - Microsoft Excel
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Professional Experience

2014–Present: **CEO, Kizdecor Company Limited** , Advanced administrative and project support for senior-level consultants.

Management

- Led a project to streamline and reorganize SharePoint project management system, resulting in more accessible information and enhanced support for clients.
- Coordinated project plan, scheduling and budgeting for small but high-profile project during office time, praised for initiative and problem-solving abilities.

Advanced Administrative Support

- Prepared best-practice guidelines for archiving project documents. Guidelines simplified document management process and were adopted company-wide.
- Conducted research and trained staff on new techniques for executing professional job.

2020-2021: **Customer Service Executive** Advanced administrative support to top executive in fast-paced shopping start-up mart.

Administrative Support/Management

- Provided prompt and courteous service to customers via phone, email, and chat.

- Resolved customer complaints in a timely manner while maintaining professional attitude.

Advanced Administrative Support

- Processed orders accurately and efficiently in accordance with company policies

2017-2019: **Cashier, Selorm's Mart.** Advanced administrative support to top executive in fast-paced shopping start-up mart.

Administrative Support/Management

- Processing transactions accurately, handling cash, credit or debit cards payments.
- Providing excellent customer service, and maintaining a clean and organized checkout area.
- Streamlined proposal development process, resulting in significant time savings.

Advanced Administrative Support

- Ensuring accuracy of prices, handle customer inquiries or complaints, and assist in inventory management.
- Created new client tracking system using Microsoft Excel.

Professional Development

Statistics for Continues Improvement, 2023

Procurement and Logistics ,2023

Power BI in Information Management , 2024

Digital Marketing , 2024

Human Resources Management, 2024

Education

Certificate, Visual Art,
Volta Region, 2013.