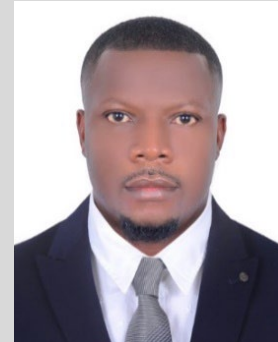


Seeking a challenging position in any establishment that would further enhance my career and also foster the opportunity to grow.



MICHAEL ASHONG

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Skillset

- Excellent Computer Proficiency skills.
- Analytic approach to problem solving.
- Excellent Multitasking skills
- Excellent customer service skills.
- Excellent attention to detail and collaborating skills
- Excellent Time management skills
- Excellent Interpersonal skills.
- Organising and prioritizing skills.
- Adaptability and Flexibility
- Comfortable working independently with minimal supervision.
- High level of confidentiality
- Excellent documentation skills

Experience

14/02/2022 to 30/06/2022

Warehouse Associate – Amazon DXB3 Fulfillment Centre, Dubai.

- Working in outbound department as a packing associate.
- Often work as a first-hand sort centre associate.
- Segregates and arrange outbound items in their allocated places.
- Loading conveyor with packed items from SIOC centre.
- Occasionally packs and slams from pop station as instructed.
- Helped health and safety department with assigned duties as instructed by superiors.

08/2021 to 11/2021

Housekeeping Team Leader – Dussmann Gulf LLC/Emirates Hospital, Jumeirah-Dubai.

- Worked as a hospital custodian in the Operating Theatre
- Cleaned, Sanitized and organized administrative offices.
- Sanitized and organized theatre machine and equipment.
- Cleaned, Sanitized and organized patient bed and other utilities.
- Kept daily inventory of cleaning machines, tools and supplies.
- Assisted with basic clerical duties.
- Assisted with other duties and assigned by superiors.
- Perform other duties as requested by management
- Actively participated in training and development programs and maximize opportunities for self-development

07/2021 to 08/2021

Warehouse Helper– iMile Warehouse, Dubai.

- Working in inbound department as a picker and stower associate
- Assisted the sort centre associates when the need arises.
- Loading conveyor with packed items from SIOC centre.
- Occasionally packs and slams from pop station as instructed.
- Helped health and safety department with assigned duties as instructed by superiors.

02/2019 to 01/2021

IT Coordinator – Max International LLC, Ghana.

- Installed, configured and maintained computer hardware, operating systems and several application software including management of network infrastructure.
- I tested and evaluated new technology.
- Conducted electrical safety checks on computer equipment.
- Planned and created Digital Media for office use (e.g., designing of official product order forms)
- Provided general technical systems support to staff
- Assisted Accounts and Operations Department with Asset Management duties.
- Ensured all product orders were shipped to customers in a timely manner with strict adherence to delivery schedules.

- Enforced of corporate policies regarding security and safety to maintain a safe working environment.
- Assisted with customer service duties as well as processing and printing of product receipts to be picked up by customers
- Managed Exigo CRM site users for user related issues.
- Managed the operation of CCTV system.

05/2018 to 02/2019

Data Entry Operator – National Identification Authority, Ghana.

- Captured data from sorted client forms into the national identification database.
- Reviewed data for errors and correcting discrepancies.
- Assisted in copying, scanning and storing of documents.
- Assisted fellow operators with technical issues.
- Assisted with office management and clerical duties

06/2013 to 12/2015

Systems and Network Administrator - Shai Rural Bank Limited, Ghana

- Installed and managing computers and network resources to ensure smooth flow of network resources.
- Serviced and upgraded of systems and software to meet up with the current operational trends (System Optimization).
- Managed Document Images and Data Backups for the Bank.
- Provided technical support to staff

09/2009 to 04/2013

Assistant Systems Administrator - Shai Rural Bank Limited

- Managed and Authorized the Cheque Code-line Clearing systems.
- Managed computers and network resources to ensure smooth flow of data and network resources.
- Assisted system optimization routines.
- Managed Document Images and Data Backups for the Bank.
- Provided technical support to staff.
- Managed day-to-day duties in the Remittance department using iTrans, Western Union and MoneyGram electronic transfers.
- Performed other duties as assigned by superiors.

Other Responsibilities:

- Assisted with Ezwich Operation for ecard payment services.
- Assisted with Front and back-office operations
- Assisted with MICR-Cheque Requisition for customers.
- Assisted with Weekly and Monthly Returns preparation on the Electronic Financial Analysis and Surveillance System platform (EFASS) from Bank of Ghana.

Education

June-Dec, 2013 – Certificate, Banking Practice

Chartered Institute of Bankers, Ghana

2004-2005 – Diploma, Statistics and Book-keeping

Institute of Commercial Management (ICM), UK.

May-September, 2002 - Diploma, Computer Hardware, Micro-Technology and Networking.

Institute of Computer Studies and Services (ICSS-Omari), Ghana.

May-September, 2002 – Certificate, Microsoft office Suite:

Institute of Computer Studies and Services (ICSS-Omari), Ghana.

2000 - High School Certificate - Kings College, Lagos.