

# CURRICULUM VITAE

## OPARE BAAFI FRANK

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📍 Dubai, UAE.



### CAREER Objective

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and experience, where I can grow with, the organization and prove to be asset for its effective functioning, be a team player for the achievement of organization goal and its success.

### WORK Experience

- ❖ **Fish Filleter & Cleaner**  
**The Deep-Sea Food Company**  
**2019-2023**  
Dubai, UAE

#### Duties & Responsibilities:

- Properly fillet all types of fish to ensure lowest percentage of loss
- Sanitize work area and equipment before filleting
- Maintain all equipment to assure proper working order
- Handle product properly to ensure maximum shelf life
- Communicate quality issues to supervisors and merchandising
- Meet all expectations for production and quality
- Perform other duties as assigned

- ❖ **Sales**  
**Super market**  
**2 years**  
Ghana

#### Duties & Responsibilities

- Serves customers by selling products and meeting customer needs.
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and merchandising techniques.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.

### EDUCATION

- **Higher Secondary**  
Ghana

## PERSONAL Details

Date of Birth : 20/11/1996  
Nationality : Ghana  
Marital Status : Single  
Vista Status : Cancellation Visa

## LANGUAGES KNOWN

English ●●●●  
Ghana ●●●●

## Personal Skills

- ✓ Friendly, Creative & adaptability; Outgoing Personality.
- ✓ Strong interpersonal and communication skills.
- ✓ Able to work to tight time scales.
- ✓ Always on the honest to learn new things.
- ✓ Able to work independently and under pressure.
- ✓ Excellent Team Leader.

## Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief. I would take this opportunity to thank you for going through my resume and would request you to consider me to be a part of your prestigious organization.

**OPARE BAAFI FRANK**