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## FIELD COORDINATION ~ ADMINISTRATION

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**19+ years' leadership experience** with a reputation for meeting the most challenging organizational goals and objectives. Proven expertise in administration, field coordination, store management, human resources management, inventory management and customer relationship. Demonstrated experience in project implementation and monitoring, institutional development, capacity building, preparation of training modules and process documentation. Core strengths in networking with different stakeholders like businesses, community, NGOs, implementing partners and government organizations/agencies. Excellent record of performance in effectively orchestrating multi-unit, multi-disciplined organizations to perform at levels that set standards to emulate. Keen planner and farsighted with strengths to perceive beyond obvious. Result driven and focused with immaculate work habits, man-management, time management and leadership skills. Self starter with strong physique, excellent communication and interpersonal skills. Excellent man-management, time management, and leadership skills; computer literate. Proficient in English, Russian and some Spanish languages.

### PROFESSIONAL VALUE OFFERED

Project Implementation	Administration/H.R.	Program Management	Public Relations/Liaisoning
Training & Development	Capacity Building	Contracts/Grants	Community Resource
Facilities Management/MIS	Presentation	Store Management	Inventory Management
Cross Functional Coordination	Communication	Leadership Skills	Reporting/Documentation

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### PERFORMANCE MILESTONES

- Maintained constant communication with program directors to ensure training activities are rapidly and effectively implemented.
  - Recognised as 'First Response' to challenges to implement and devise immediate and effective solutions for the project problems.
  - Instrumental in monitoring program implementation to identify constraints to successful activity completion.
  - Distinction of representing the Senior Directors and Director General at meetings.
  - Nominated as 'Liaison Officer' between the Ministry and Heads of State, other Ministries, Departments, etc.
  - Implemented the concept of MIS reporting to update the Management on regular basis.
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### CAREER PROGRESSION

**Assistant Manager**, [REDACTED] ([REDACTED]), Since 2000

- Actively involved in executing store's sales growth plan and to grow market share.
- Accomplished responsibility for individual and store performance.
- Contributed significantly in developing and implementing store market plan as per market conditions, store missions and financial/budget objectives.
- Associated closely in obtaining master and product specifications with architects and engineers.
- Efficiently managed store computer operating system and troubleshoot system as necessary.
- Drove the initiative to maintain store inventory levels to maximize sales and inventory turns.
- Judiciously handled direct accounts payable and receivable functions.
- Nominated as an "Incident Controller" to respond to crisis situations in shortest possible time, and guide staff to handle crisis in safe and effective manner.
- Organized various training sessions for the team to enhance their performance.

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- Proactively contributed in assessing manpower requirements and conducting recruitment & selection process using best sources of recruitment.
  - Gained invaluable experience of optimum utilization of the variant potential of manpower in command in unforeseen situations with limited resources.
  - Developed and implemented many new ideas of administrative procedure for saving time.
  - Created responsibilities manual for various staff that reduced over-lapping duties and increased efficiency.
  - Defined business mission and performance standards across all functional areas and periodically reviewed performance with deft application of concurrent management audit procedures.
  - Managed a team of professionals and constantly mentored them to achieve highest efficiency levels.
  - Facilitated development of transparent performance appraisal systems with strong employee's concurrence opening equitable opportunities for professional growth.

**Assistant Secretary/Foreign Service Officer**, Ministry Of Foreign Affairs, International Cooperation, Freetown, Sierra Leone, 1995 to 2000

- Played pivotal role in collecting data and activity reports from other ministries, divisions, departments etc.
- Accountable for making correspondence, composing and replying letters to other countries, and ministries.
- Closely monitored ministerial junior staff, and also acted as translator for the Ministry.
- Judiciously handled protocol duties by receiving different Heads of State, Heads of Missions Abroad, Ministers, Ambassadors and Delegations on official visits to the country.
- Handled management of facilities/infrastructure to ensure cost effective workability.
- Ensured effective rendering of services to enable smooth flow of day to day operations; identified scope for process enhancements for improved services.

**Relief Worker**, Children Affected With War (Caw), Sierra Leone, 1997 to 1998

- Assumed responsibility for managing administrative duties furthering NGO goals and facilitating their efforts.
- Regularly monitored rehabilitation of children, locate foster parents and provide opportunities for such children to attend schools and other training institutions.
- Judiciously handled different Case studies that included identification, analyze and initiate action plan, prepare program plan, organize, co-ordinate Literacy Classes and Group work.

**Administrative Officer**, Sierra Leone Women's Development Movement (SILWODMO), 1990 to 1993

- Meticulously handled all proposals and projects, including developing recommendations.
- Pioneer in crafting small-scale loan recommendations for smaller groups within the organization.
- Recognised as 'Secretary' for Board/Committee Meetings; and prepared agendas and minutes.

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## EDUCATION

- Certificate in Human Resource Management – 2010
- Certificate in Management and Leadership Course, Sherwin Williams University – Atlanta, Georgia, USA – 2006
- Computer A+ Certification, Sytrain Inc. Woodbridge, Virginia – USA – 2000
- Certificate, Diplomatic Training for Senior Diplomat, Center for Diplomatic Training, Tehran, Iran – 1999
- Certificate, diplomatic Training for Junior Foreign Service Officers, (IPAMP) University of Sierra Leone – 1997
- Certificate for Mid-man Power Management Course, (NDB) National Development Bank – Sierra Leone – 1993
- M.A., International Relations, Concentrations on International Relations and International Law, specialized in International Relations. University of Kiev, Kiev State, UKRAIN – 1990

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**References and Verifying Documentation Furnished upon Request**