

# MICHAEL TETTEY

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## SUMMARY

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- Highly motivated and adaptable, with strong organizational, analytical, and interpersonal skills.
- Effective team player, comfortable working in multi-tasking environments with diverse teams to achieve results.
- Skilled at achieving goals as both a cross-functional team member and individual contributor.

## WORK EXPERIENCE

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### Data Analyst (Intern)

August 2024 - Present

#### Excelerate – Remote

- Assisted in gathering, cleaning, and preprocessing large datasets from various sources to ensure data accuracy and consistency for analysis.
- Conducted exploratory data analysis to uncover patterns, correlations, and insights, using statistical tools and visualization techniques to support decision-making.
- Created detailed reports and visualizations to communicate findings and recommendations to stakeholders, translating complex data into actionable insights.
- Helped develop and evaluate machine learning models using techniques such as regression, classification, and clustering, and assessed their performance using metrics like accuracy, precision, and recall.

### Teacher

February 2024 - August 2024

#### Wilena Nursery and Preparatory School – Mallam, Accra

- Enhanced student engagement through the creation of interactive lesson plans, resulting in improved academic performance and classroom participation.
- Ensured the safety of all students by implementing emergency response procedures, resulting in a secure and nurturing environment.
- Provided constructive feedback to students based on thorough assessment, resulting in improved academic growth and a deeper understanding of subject matter.
- Strengthened educational partnerships by maintaining clear communication with students, parents, and colleagues, fostering a cohesive and productive learning environment.

### Field Officer (Contract)

January 2024 - February 2024

#### Ghana Statistical Service – Korle Klottey, Accra

- Successfully covered 100% of assigned establishments as a field enumerator for the Ghana Statistical Service for the 2024 Integrated Business Establishment Survey, contributing to comprehensive and representative survey results.
- Conducted 100+ interviews to collect census data, ensuring accurate and comprehensive information for analysis and decision-making purposes.
- Partnered with colleagues to tackle challenges during data collection, cultivating a supportive atmosphere and ensuring timely completion of all tasks.
- Ensured 100% accuracy of collected data by implementing quality control measures, enhancing the credibility of research findings and recommendations.

### Sales Associate

July 2021 - December 2023

#### Amata Cosmetics Ltd – Makola, Accra

- Secured a number of new client meetings, resulting in an increase in sales opportunities for the business.
- Sales reporting and reviewing performance, analyzing customer interactions and sales data, leading to the development of targeted sales strategies, resulting in an increase in customer acquisition and retention.
- Overseeing, receiving, warehousing and distribution operations, resulting in an improvement in inventory accuracy, leading to reduced stock outs and increased customer satisfaction.
- Maintaining documentation and keeping accurate records of warehouse activities, resulting in a reduction in inventory discrepancies and ensuring smooth operations.

### Stores and Operations Manager

January 2021 - June 2021

#### Gold Coast Restaurant Ltd – Cantonments, Accra

- Compiled and submitted detailed daily and monthly reports on the status of consumable materials, facilitating efficient inventory management and cost-effective procurement strategies.
- Oversaw kitchen and production operations, ensuring smooth workflow, adherence to quality standards, and timely delivery of products to meet customer demands.
- Directed administrative functions at the East Legon Branch, orchestrating efficient office operations, optimizing resource utilization, and enhancing overall organizational productivity.

- Implemented rigorous inventory control measures, identifying and categorizing slow-moving and non-moving items to streamline procurement processes and minimize inventory holding costs.

#### **Sales Executive**

**July 2020 - January 2021**

**Nericks Interiors Ltd** – Mallam, Accra

- Facilitated seamless communication between the company and its clients, addressing inquiries, providing strategic counsel, and introducing innovative product solutions.
- Drove sales of company products and services through targeted marketing strategies, resulting in increased revenue and market penetration.
- Produced comprehensive reports detailing marketing activities, encompassing campaign performance metrics, strategic insights, and actionable recommendations for optimization.
- Executed precise installation of curtains, blinds, and various interior decoration items, ensuring impeccable craftsmanship and client satisfaction.

#### **Stores and Operations Manager**

**May 2017 - June 2020**

**Gold Coast Restaurant Ltd** – Cantonments, Accra

- Compiled and submitted detailed daily and monthly reports on the status of consumable materials, facilitating efficient inventory management and cost-effective procurement strategies.
- Oversaw kitchen and production operations, ensuring smooth workflow, adherence to quality standards, and timely delivery of products to meet customer demands.
- Directed administrative functions at the East Legon Branch, orchestrating efficient office operations, optimizing resource utilization, and enhancing overall organizational productivity.
- Implemented rigorous inventory control measures, identifying and categorizing slow-moving and non-moving items to streamline procurement processes and minimize inventory holding costs.

#### **Retailer**

**January 2017 - May 2017**

**National Lottery Authority** – Castle Road, Accra

- Served as a dedicated retailer under SIMNET GH LTD., a subsidiary of the National Lottery Authority, effectively managing sales operations and fostering customer engagement to drive business growth.
- Successfully marketed and sold lottery tickets, driving revenue generation and contributing to the achievement of sales targets.

### **EDUCATION**

**Methodist University Ghana** – Dansoman, Accra

**January 2022 – Present**

BSC. Information Technology

**Abuakwa State College (ABUSCO)** – Kibi, Eastern Region

**September 2013 – May 2016**

West African Senior Secondary Certificate Examination (WASSCE)

**St. Clare Preparatory and JHS** – Lartebikorshi, Accra

**June 2013**

Basic Education Certificate Examination (BECE)

### **CERTIFICATIONS**

**Quickbooks Online Accountant Certification** – INTUIT QUICKBOOKS

**July 2024**

**ALX Ventures Founder Academy** - ALX

**July 2024**

**AI Career Essentials** - ALX

**April 2024**

**The Fundamentals of Digital Marketing** - GOOGLE

**June 2020**

**Diploma in CCNA** – SOUL FOOD ICT COLLEGE

**December 2016**

**Honors Diploma in Network Engineering (HDNE)** – SOUL FOOD ICT COLLEGE

**September 2016**

## **VOLUNTEER ACTIVITIES**

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**Programming Head**, Methodist University IT Students Association

**May 2024 - Present**

Leading the programming team within the IT Students Association, responsible for organizing and managing coding workshops, hackathons, and tech events.

**Treasurer**, Church of Christ Students Union(ABUSCO)

**September 2015 - May 2016t**

Collaborating with a committee of 10 members to budget, allocate, and track funds for various church activities and initiatives, promoting responsible stewardship of resources

## **SKILLS**

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**Soft Skills:** Business Development, Communication, Customer Relationship Management, Operational Excellence, Quick Setback Recovery, Relationship Building, Strong Work Ethic, Leadership, Adaptability, Emotional Intelligence.

**Hard Skills:** Project Management, Cloud Computing, Cybersecurity, Computer Hardware, Machine Learning/AI, Microsoft Office, Network Administration, Software Development, Data Analysis.

## **PROJECTS**

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**Marketing Campaign Analysis** | *Excel, Power Bi, Python*

**August 2024**

- Preprocessed and cleaned data from Facebook ad campaigns using python.
- Analyzed key performance indicators (KPIs) in Excel to assess campaign effectiveness.
- Designed dashboards in Power BI to display campaign performance insights.
- Identified and recommended a low-performing campaign to discontinue for cost savings.

## **INTERESTS**

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Nature and Wild Life Conservation

Photography

Sports

Community Involvement

## **REFEREES**

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Prosper Oti

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