

## **EDWARD TANDOH**

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### **OBJECTIVE**

To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest.

### **EDUCATION AND CERTIFICATE**

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|--|--------------------|
| ❖ University of cape coast<br>Bachelor's degree in Economics (GPA 3.0)                         | Ghana<br>2005-2009 |
| ❖ Cornerstone Institute of Technology<br>Diploma in Hardware Installation and Data processing. | Ghana<br>2004-2005 |
| ❖ Ghana Secondary Technical School.<br>Diploma in Economics and Marketing                      | Ghana<br>2001-2004 |

### **WORKING EXPERIENCE**

- **Niagara Bottling Company** Aurora, Colorado  
2013-2014

Responsibilities as a Plastic Injection Molder Operator (Husky)

- ✓ Check and monitor quality on machines as required. Recognize visual quality defects and make necessary adjustments to correct problems. Alert appropriate personnel to quality problems. Use Customer Profile to ensure that finished product is made to specifications.
- ✓ Utilize, maintain and monitor orderly process, maintenance and machine reference logs/books. Record daily production numbers and enter information into SAP.
- ✓ Complete daily log of activities in a timely manner. Record and maintain information regarding equipment downtime.
- ✓ Ensure that all assigned machines within scope of responsibility are kept running and are producing quality products.

- ✓ Troubleshoot problems as they arise. Communicate machinery and equipment problems to supervisor and/or maintenance personnel accurately and in a timely manner.
- ✓ Follow all GMP (Good Manufacturing Practices) as documented in the policy.
- ✓ Maintain cycle time checks on machines as required. Maintain machine set-up sheets.
- ✓ Follow all established safety rules and guidelines as outlined in the Employee Handbook, and as stated in the various safety-related training programs. Understand and communicate all hazards and safety issues to the appropriate personnel. Properly use all required Personal Protective Equipment

➤ **ConAgra Mills Inc.**

Commerce City (Denver)  
2010-2012

- Responsibilities as a Machine Operator (Buhler Equipment)
  - ✓ Send a calculated amount of flour to pack bins through the use of the Interstates Computer system.
  - ✓ Calibrate the FOSS (instrument used to test for flour sample) into the Data system to get the required specification of flour.
  - ✓ Record all bags packed during the day in the data base system(Microsoft spread sheet)
  - ✓ Put in all data into S.A.P
  - ✓ Ensure that all activities comply with O.S.H.A rules and regulations.
  - ✓ Check for magnet in flour every two hours as well as conduct (a be) safe Audit on other employees.
  - ✓ Collect flour samples for lab testing and also check for other foreign materials present in tailings.
  - ✓ And make sure that the Interstate control room is free from dust and other unwanted materials.
  - ✓ Transfer packed products from the packed department to the warehouse through the use of a forklift or an electric jack

➤ **Coca Cola Bottling Company (Ghana)**

**(2009-2011)**

- Responsibilities as a Sales Representative. (Team lead)
  - ✓ Promote, sell and secure orders from existing and prospective customers through a relationship-based approach.

- ✓ Demonstrates products and services to existing/potential customers and assists them in selecting those best suited to their needs.
- ✓ Establishes, develops and maintains business relationships with current customers and prospective customers in the assigned territory or market segment to generate new business for the organizations.
- ✓ Makes telephone calls and in-person visits and presentations to existing and prospective customers.
- ✓ Researches sources for developing prospective customers and for information to determine their potential.
- ✓ Develops clear and effective written proposals or quotations for current and prospective customers.
- ✓ Coordinates sales effort with marketing, sales management, accounting, logistics and technical service groups.
- ✓ Analyzes the territory or markets potential and determines the value of existing and prospective customer's value to the organization.
- ✓ Supplies management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- ✓ Keeps abreast of product applications, technical services, market conditions, competitive activities, advertising and promotional trends through the reading of pertinent literature and consulting with marketing and technical service areas.
- ✓ Participates in trade shows and conventions and Reports directly to the [Insert title Sales Manager/Director of Sales].

❖ **Attachment Service/ National service:**

**Fidelity Banks:**

**8 Months (Ghana)**

➤ **Duties as a Teller:**

- ✓ Receive checking and savings deposits: verify cash and endorsements, receive proper identification for cash back, and issue receipts of deposit.
- ✓ Examine checks deposited and determine proper funds availability based on regulation requirements and complete Hold Notices.
- ✓ Answer basic customer inquiries regarding interest rates, service charges, and account histories while complying with disclosure requirements, regulations and consumer privacy policies.
- ✓ Cross-sell bank products and services and refer customers to the proper department for issues that cannot be resolved at the teller line.
- ✓ Balance drawer daily, including periodic batching of cashed checks.
- ✓ Accept loan payments: verify payment amount and issue receipts.
- ✓ Buy and sell currency from the vault as necessary, ensuring that teller drawer cash limits are not exceeded.
- ✓ Ensure teller station is properly supplied.

**Other Qualifications:**

- 1) Four month training in Krones and sidel equipment-Labeller,Vario-pack,Robobox and the filler(Ergo-block) in Dallas Texas (Niagara Bottling Company).
- 2) Certified Forklift Operator
- 3) Certified computer Hardware Installer
- 4) Training in HazmatAwareness-0002 and GMP

**Skills**

- ✓ Experienced forklift operator able to receive cargo into packing area, report any overages, shortages or damages from the delivery to the appropriate agents, and follow packing instructions as indicated by paperwork.
- ✓ Capable of prolonged physical activity, fast problem solver, ability to meet deadlines and efficiently work with others in the department.
- ✓ Proficiency in Microsoft Word, Access and Excel (spreadsheets and report generation)
- ✓ Effective time-management skills
- ✓ Basic knowledge in S.A.P and Machine Maintenance

**References:**

Nick Neis ( supervisor)  
Niagara Bottling Company  
909-835-3275

Mike Greggs (Production supervisor)  
Niagara Bottling Company  
303-809-0337

James Evans (Supervisor)  
ConAgra Mills Inc.  
618-973-7565

Krishan Singh (Co-Worker)  
ConAgra Mills Inc.  
303-514-5257

Felix Biney (Supervisor)  
Coca-Cola Bottling Company-Takoradi  
011-2336473238574

Henrietta Asare (Manageress)  
Coca Cola Bottling Company  
011233548765759