

SAMUEL ODOOM NYARKO

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PROFESSIONAL PROFILE

BSc Information Technology graduate with practical experience in transport operations, client service, loan collection follow-up, reporting, sales, record keeping, and workplace security. Confident in communicating with clients about outstanding payments, encouraging them to honour agreed repayment terms while remaining respectful and firm. Combines useful digital skills with hands-on experience in customer relations, documentation, and day-to-day operations, making him adaptable to both office and field responsibilities.

AREAS OF COMPETENCE

IT Support & Digital Skills, Microsoft Office & Report Preparation, Data Entry & Record Keeping, Customer Service & Client Communication, Operations Support, Sales & Product Promotion, Payment Follow-Up, Problem-Solving & Teamwork

PROFESSIONAL EXPERIENCE

Transport Officer | Orrison Logistics Ltd | 2015 – 2022, Ghana

- Coordinated daily transport operations to keep deliveries efficient and on schedule.
- Prepared operational reports, waybills, invoices, payment records, and supporting documentation.
- Supervised fleet maintenance, vehicle safety checks, and driver activities.
- Built relationships with clients and transport partners and helped attract new business.
- Resolved operational issues promptly and reported performance matters to management.

Loan Officer | Skii Creditline | 2010 – 2014, Ghana

- Collected loan repayments from clients and recorded payments in line with company procedures.
- Followed up with clients on due and overdue payments, clearly explaining their obligations and encouraging payment while remaining respectful and firm.
- Prepared monthly collection and activity reports for submission to the Operations Director.
- Maintained accurate client payment records and supported the reconciliation of collections.
- Promoted and sold the company's products and services to existing and prospective clients.
- Responded to client enquiries and maintained positive working relationships with customers.

Security Guard | Yutees Security Services, posted at Nestlé Ghana Ltd | 2012 – 2013, Ghana

- Checked goods before loading and supported accurate inventory and movement records.
- Controlled access to restricted areas and documented security checks and incidents.
- Reported security and safety concerns to management promptly.

EDUCATIONAL BACKGROUND

BSc Information Technology

Regional Maritime University, Accra, Ghana | 2020 – 2026

Certificate in Marine Engine Mechanics

Regional Maritime University, Accra, Ghana | January 2012 – June 2012

West African Senior School Certificate (WASSCE)

Nsaba Presbyterian Secondary School | 2003 – 2006

PERSONAL ATTRIBUTES

Dependable and professional • Strong communicator • Honest and accountable • Adaptable and quick to learn

REFERENCE

On request