**CURRICULUM VITAE**

**Daniel Boakye-Yiadom**

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**Professional Summary**

A visionary leader who aspires to use e-procurement practices as a tool for the development of KNUST and Ghana, by improving systems and evaluating structured best practices for the development of KNUST. Having had 13 years of multitasking banking experience and private procurement consultancy, I am well versed in procurement and banking laws and practices in Ghana. I have a pleasant personality, highly ambitious, goal oriented and a team player. I am a Member of the Chartered Institute of Procurement and Supply (MCIPS-UK) and a level three-student member of CIB, Ghana.

I am of the opinion that these modest accomplishments position me to aspire to the highest in my Profession.

**Work History**

**Head of Contract Administration**

**KNUST January 2021 – Present**

* Monitoring and managing contract delivery periods (with written reminders);
* Ensuring efficient and effective contract execution
* Monitoring and managing contract delays
* Monitoring and reviewing contractor’s and suppliers’ performance and reporting
* Monitoring performance security
* Preparing documents of Suppliers and Contractors for payments
* Keeping accurate records of payment vouchers on contract package files
* Handling of contract variations/modification
* Monitoring and reviewing contracts
* Dealing with contract termination
* Managing advance payment securities/guarantee
* Involved in managing contract conflicts and resolution of disputes
* Handling contract closures

**Private Procurement Consultant 2014-2020**

* Planning supply chain schedules in advance in preparation towards busy periods
* Preparing tender/contract documents
* Handling procurement budgeting/cost estimation
* Keeping in touch with clients and developing cordial relationships with them
* Negotiating with suppliers to minimize raw material and transportation costs
* Procuring and Supplying of contracted goods

**Deputy Head of Banking**

**Sinapi Aba Savings and Loans June, 2014 – December, 2020**

* Writing up of operations policies, implementation, monitoring and evaluation
* Coordinating with management for various retail and banking operations activities
* Developing various branch operations training manuals/programmes
* Supervising daily activities and ensuring compliance with all banking procedures
* Developing new processes to ensure efficient working of systems according to timelines
* Preparing work schedule and assigning duties to operation staff
* Providing supervisory advice to banking operations and controls of the branches
* Providing special project supervision and implementation
* Offering cash management and vaults controls
* Preparing periodic operations reports
* Providing training for operation staff to meet their training needs
* Supporting head of banking/ chief operating officer with daily operational functions

**Branch Operations Manager**

**Sinapi Aba Savings and Loans October 2012 – May 2014**

* General branch leadership and daily operation supervision
* Reconciling and monitoring of branch suspense accounts
* Authorizing of account opening and teller transactions
* Branch security, vault and cash (liquidity) management
* Maintaing branch control registers and documentation
* Advising customers on the banks credit facilities and savings products

**Voluntary Attachment**

**KNUST Procurement Office May, 2012**

Responsibilities***:***

* Assisting in the preparation of tender documents
* Taking part in tender evaluation
* Assisting in taking minutes and report writing
* Etc.

**Customer Advisor**

**Barclays Bank Ghana Limited** **March, 2006 – September, 2012**

* Providing call over official/back office support
* Acting as ATM and treasury custodian
* Personal banker/sales manager
* Operations manager/ Business/customer service advisor

**Research Assistant (Service Personnel)**

**School of Public Health KNUST July, 2004 – October, 2005**

* Data collection and report writing
* Community education and sensitization
* Voluntary counseling and key informant interviews

**Educational Background**

Kwame Nkrumah University of Science and Technology (KNUST)

**Mphil Logistics and Supply Chain 2018**

Kwame Nkrumah University of Science and Technology (KNUST)

**Master’s in Business Administration 2010**

Kwame Nkrumah University of Science and Technology (KNUST)

**Bachelor of Arts Social Science (Law and Sociology) 2004**

Kumasi Technical University

**HND Purchasing and Supply 2001**

Konongo Odumase Senior High School **`A` Level, 1996**

Kumasi Academy **`O` Level, 1993**

**References**

Mr. Edward Nketia-Asante, Director of Procurement, KNUST

**Mobile: 020 545 4635 E-mail:** [**eknketia-asante.proc@knust.edu.gh**](mailto:eknketia-asante.proc@knust.edu.gh)

Mr. Aaron Rex Opoku-Ahene, Chief Operating Office, Sinapi Aba Savings and Loans

**Mobile: 020 185 0000 E-mail:** [**aahene@sinapiaba.com**](mailto:aahene@sinapiaba.com)

Dr. Seth Kofi Nkrumah, Department of Supply Chain and Information Systems, KNUST School of Business, Kumasi. KNUST

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