

CURRICULUM VITAE

PERSONAL INFORMATION

Name : Peter Osei
Date of Birth : 13th June, 1993
Gender : Male
Address : P. O. BOX 214
University Of Energy and Natural Resource
Procurement Directorate
Marital Status : Single
Nationality : Ghanaian
Language Spoken : English, Twi, Fante and Sefwi
Telephone Number : (233) [548865939 /501154116]
E-mail : peter.osei@uenr.edu.gh/oseip02@gmail.com

CAREER OBJECTIVE

A young and ambitious man, who believes in discipline and is the hallmark of every successful person in life. I want to make use of the knowledge I have acquired from my education to unfold real life difficulties. I want to remain allegiant, committed, dedicated and hardworking to whatever my hand finds. I also seek to work to promote the goals of any institution that I found myself and to enhance my professional skills.

PERSONAL SKILL

I am an energetic and enthusiastic person who enjoys challenges and achieving personal goals while working in a busy environment. I am flexible regarding hours of working including evenings and weekends, I am keen to expand my skills and knowledge and prepared to work in a variety of roles as required

EDUCATIONAL BACKGROUND

Date	Qualification	Institution Attended
2023 – 2024	Master of Science (Procurement and Supply Chain Management)	University of Cape Coast, College of Distance Education Kumasi Center.
2014 – 2018	Bachelor of Commerce (Procurement and Supply Chain Management)	University of Cape Coast, Cape Coast.
2010 – 2013	WASSCE Certificate	Okomfo Anokye SHS, Ashanti Region.
2010	BECE Certificate	Saviour D/A Basic School, Wiamoase Ashanti region.

PROFESSIONAL CERTIFICATE

Date	Professional Body
4 th January 2024	The Chartered Institute of Logistics and Transport (CILT) Member

WORKING EXPERIENCE

Duration	Organizations	Duties
February 2021 Till date	University of Energy and Natural Resources, Procurement Directorate (Staff), Senior procurement Assistant	Assist in Both Goods and Works. Preparing of Tender Document. Assist in Tender Opening. Assist in Post Contract Award Evaluation and Correspondence. Preparing of Tender Evaluation Report for Entity Meeting. Assist in Receiving Goods When Delivered to Stores. Perform Other Related Duties Assigned by Both heads.
October 2020- February 2021	University of Cape Coast, Cost Coast Procurement Section (Internship)	Preparing of Tender Evaluation Report for Entity Meeting. Preparation of Tender Evaluation Summary for (Pac) Procurement Advisory Committee meeting. Perform Other Related Duties Assigned By Supervisor
September 2018 – August 2019	University of Cape Coast, Cape Coast. Procurement Section (Service)	Assist in Tender opening. Assist in preparing Tender document. Advertise and make Request for

		Quotations. Preparation of Local Purchase Order for various Supplies. Research and gather accurate specifications for Tender document. Assist in post contract award evaluation and correspondence.
2017 – 2018	university of Cape Coast Valco Hall Army Cadet.	Colour Escort 3
June. – August 2016	University of Cape Coast, Central Stores. Cape Coast. (Internship)	Assist in receiving of Inventory from supplies and distribute them to the various department and Prepare supplier’s invoice for payment.

SEMINARS AND WORKSHOPS ATTENDED

Bank of America Merrill Lynch Seminar, University of Ghana, 2015, 2016

Leadership Conference Seminar, University of Cape Coast, 2016

CIPS Career Development Seminar, University of Cape Coast, 2017

GIFMIS Training, University of Energy and Natural Resources, 2022

GHANEPS Training, Eusbett Hotel Conference Room. Sunyani, 2023

CILT CPD Seminar, RCEES Conference Hall UENR Sunyani 2024

HOBBIES

Working in teams

Listening to music

Playing football

Cooking

Movies

REFEREES

1. Prof. Anokye Mohammed Adam
Provost, College of Distance Education
University of Cape Coast, Cape Coast
0540890942

2. Dr. Dominic Owusu
School of Business, Department of Marketing and supply Chain Management
University of Cape Coast, Cape Coast.
0208405853

2. Prof. Mrs. Gloria Agyapong
School of Business, Department of Marketing and Supply Chain Management
University of Cape Coast, Cape Coast.
0244973086