

Vincent Kwadwo Bolor

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Accra, Greater Accra

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Personal Details

Name:	Vincent Kwadwo Bolor
Date of Birth:	29 th April, 1986
Nationality:	Ghanaian
Hometown:	Bonya
Marital Status:	Married
Present Address:	P.O. Box AC576 James Town Accra

Education/Degrees

University of Science and Technology, Beijing Master of Safety Science and Engineering, USTB	June 2023
IFE Level 3 Certificate in Fire Science	January 2022
IFE Level 2 Certificate in Fire Science, Operations and Safety	January 2022
Master of Philosophy in Analytical Chemistry Kwame Nkrumah University of Science and Technology, KNUST	November 2015
Certificate in Nutrition and Dietetics Kwame Nkrumah University of Science and Technology, KNUST Kumasi-Ghana	July 2014
Bachelor of Science in Applied Chemistry University for Development Studies, UDS	December 2010

Work and Research Experience

Fire Science, Safety and Operations Supervisor, Senior Instructor Ghana National Fire Service	Dec. 2016 – Sept. 2024
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- Serves as the overall assistant to the Divisional Officer.
- Teachers in Hazardous Materials and Chemistry of Combustion at the Fire Academy and Training School
- Maintains liaison with state and local authorities to ensure coordinated efforts in case of serious fire or other emergencies.
- Develops safety plans covering fire prevention, the security environment for both employees and residents and the possibility of a disaster.
- Prepares and submits reports concerning building conditions, hazards, and fire investigations.
- Develops and presents training programs designed to instruct agency personnel in accident prevention and occupational safety techniques.
- Carry out fire risk assessments and fire audit.
- Originates and directs fire drills and other simulated emergencies.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies staff development and training needs
- Supervises the fire appliance and other emergency equipment to ensure proper maintenance and employees' safety.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Supervises the fire and safety activity on one or more assigned shift(s) at a station.
- Monitors and evaluates program and station performance to assess efficiency and effectiveness.
- Selects, administers, and documents progressive and corrective disciplinary measures.
- Performs related work as assigned by the Superior Officer.

Medical Representative

July 2015 – November 2016

Innocia Life Sciences

- Developed a deep understanding of the pharmaceutical products or medical devices they represent, including their features, benefits, and applications.
- Visit healthcare professionals, such as physicians, pharmacists, and hospital staff, to promote and educate them about the company's products. This involves scheduling appointments and making presentations.
- Conducted product demonstrations and provide samples to healthcare providers to showcase the effectiveness and benefits of the products.
- Delivered accurate and up-to-date information about the products, including clinical data, dosage guidelines, side effects, and contraindications.
- Maintained strong relationships with healthcare professionals, identifying their needs and preferences. This involves regular follow-up visits and communication.
- Gathered information about market trends, competitor products, and healthcare provider feedback to provide valuable insights to the company's marketing and research and development teams.
- Maintained detailed records of interactions with healthcare providers, including call reports, product feedback, and sales activity reports.
- Provided training to healthcare professionals on the correct use and administration of products, including any relevant protocols or guidelines.
- Ensured that all interactions with healthcare providers adhere to industry regulations and ethical standards, including those outlined by regulatory bodies and the company's code of conduct.
- Analyzed market trends, competitive activities, and potential opportunities to provide recommendations for improving sales and marketing strategies.
- Managed and report expenses related to sales activities, such as travel, samples, and promotional materials.
- Collaborated with colleagues in sales, marketing, and medical affairs to align efforts and strategies.

Municipal coordinator

August 2011-August 2013

Local Enterprises and skills Development Program (LESDEP)

- Built and maintained relationships with local businesses, industry associations, educational institutions, government agencies, and other stakeholders involved in enterprise and skills development.
- Conducted assessments to identify the needs, challenges, and opportunities for local businesses and the workforce in the area.
- Planned and developed programs and initiatives aimed at fostering entrepreneurship, improving business competitiveness, and enhancing workforce skills.
- Provided guidance and support to aspiring and existing entrepreneurs, including assistance with business planning, access to financing, and navigating regulatory requirements.
- Developed and coordinated training programs to address the specific skills gaps and demands of the local job market, collaborating with local training providers and employers.
- Organized networking events, workshops, seminars, and conferences to connect local businesses with resources, potential partners, and markets.

- Identified and facilitate access to grants, loans, and other financial resources that can support the growth and development of local enterprises.
- Conducted market research to identify opportunities for local businesses to expand their market reach and competitiveness.
- Assisted local businesses in navigating regulatory and compliance issues, such as licensing, permits, and environmental regulations.
- Established key performance indicators (KPIs) and regularly assess the impact and effectiveness of programs and initiatives.
- Prepared reports and presentations for stakeholders, funders, and community leaders to communicate program outcomes and impact.
- Advocated for policies and initiatives that support the growth and sustainability of local businesses and the development of a skilled workforce.
- Engaged with the local community to raise awareness of the importance of local enterprise and skills development and encourage community participation.

Volunteer Work

Royal Society of Chemistry, UK

2013 -Present

Publication

Bolor, V. K., Boadi, N. O., Borquaye, L. S., & Afful, S. (2018). Human risk assessment of organochlorine pesticide residues in vegetables from Kumasi, Ghana. *Journal of Chemistry*, 2018(1), 3269065

Skills/Interests

Computer: Microsoft word, Excel, Power point

Language: Fluent English

Travel: Canada

Referees

1. Nathaniel O. Boadi (PhD)

Professor

Department of Chemistry

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Kumasi-Ghana

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2. David Okoh Kpeglo (PhD)
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3. Ohene Boansi-Apea (PhD)
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