**AJARA AMADU**

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 **EDUCATION**

**Azubi Africa, Ghana,** AWS Certified Cloud Practitioner**. Graduated:** *February, 2021*

**University of Wales, Cardiff, UK, MBA** (Finance) **Graduated:** *December, 2012*

**Kwame Nkrumah University of Science and Technology, Kumasi,** Bachelor of Arts

**Major**: Sociology and Geography **Graduated:** *May 2005*

**PROFESSIONAL EXPERIENCE**

**Title, Inclusive Interventions Manager –** Special Attention Project (SAP) Ghana *2018 – 2020*

* Worked closely with educators, and training officers to guide content delivery strategies.
* Managed the clerical and operational functions which include meet and greet clients, the delivery of exceptional client care, and handling of petty cash and budgeting.
* Assisted in creating and distribution of written communication to stakeholders and the general public via emails, websites, newsletter, etc.
* Design, plan and implement service offerings to basic schools and care givers. Also manage correspondence, organize and schedule meetings, conferences, workshops, etc.

***Key achievement/projects***

* Orchestrated the timely preparation and delivery of training and presentations to new and existing team
* members, improving efficiency by 25%
* Developed and led the successful implementation of new services that increased our client-based by 10% within 3months.
* Successfully secured 3 sources of funding from international and local organisations to support the project within a year of joining the organisation.

**Title, Business Development Manager –** GH4Hub Ghana Limited *2016 – 2018*

* Performed comprehensive market analysis to identify market needs and develop subsequent business strategies.
* Led, motivated and managed sales team to inspire the maximization of sales opportunities.
* Identified customer requirements to deliver tailored and bespoke software solutions and negotiating with directors.

***Key achievement/projects.***

* Tracked down old prospects and converted to new revenues and also established relationship with previous paying clients, yielding a revenue increase of about 15% monthly.
* Negotiated and closed deals with key clients, establishing 35 new customers.
* Provided a satisfactory sales and after-sales support for new and inactive clients, increasing sales volume by 10%.

**Title, Finance and Administrative Officer-** Ghana Agro-Input Dealers Association. *2012 – 2016*

* Administered recruitment processes, which included sending, receipt and acknowledgement of applications, interview organisation and management of job offers.
* Served as a support to the Executive Secretary, preparing materials for correspondence, planning and organizing events, meetings, and also represent the association in meetings/conferences at both local and International level.

Responsible for all financial processes such as handling petty cash, budgeting.

***Key achievement/projects.***

* Effectively and successfully managed and supervised projects, which resulted in cutting down of project cost by 15%.
* Ensured efficient management of finance and administrative systems and also ensured that cost- effective administrative and operational systems were in place.

**PROFESSIONAL DEVELOPMENT**

**AWS Certified Cloud Practitioner,** Azubi Africa *Oct, 2020 – Feb, 2021*

* *Hands on experience in deploying AWS services such as S3, EC2,EBS,VPC,Lamda, RDS, MySQL, Cloud formation and Automation*
* Experience in Windows and Linux Operating Systems.
* Hands on experience in hosting a web application in the cloud, using Cloud formation(LAMP Stack)
* Basic knowledge of networking, python and Security.
* *Experience working directly with clients and business stakeholders.*

**LEADERSHIP EXPERIENCE**

 **Inclusive Interventions Manager,** Special Attention Project, SAP Ghana.

 *2018 – 2018*

* Developed and led the successful implementation of new services that increased our client-based by 10% within 3months.
* With the support of the programmes Manager, I successfully secured 2 sources of funding from international and local organisations to support the project within a year of joining the organisation.

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 **Business Development Manager,** GH4Hub Ghana Limited*2016 – 2018*

* Led the Business Development team to track down old prospects and converted to new revenues and also established relationship with previous paying clients, yielding a revenue increase of about 15% monthly.
* Negotiated and closed deals with key clients, establishing 35 new customers, with my team.
* Provided a satisfactory sales and after-sales support for new and inactive clients, increasing sales volume by 10%.

**CERTIFICATIONS**

* **AWS Certification**: AWS Certified Cloud Practitioner
* **Google Certifications**: Advanced Google Analytics Certificate
* **Financial Modeling Institute**: [Advanced Financial Modeler](https://basno.com/vftttmx3)

**SKILLS**

MS Excel (Intermediate | Linux and Networking (Beginner) | SQL Database Management (Beginner) | CSS, HTML (Beginner) | Python (Beginner)