


# ELIZABETH BERKO

ADMINISTRATION OFFICER

(PROCUREMENT AND SUPPLY CHAIN)

## CONTACT INFO

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## PROFILE

A reliable and enthusiastic graduate with an experience in administrative support services, I am adept at prioritizing tasks, maintaining, organizing and optimizing workflows. I have planning and critical thinking skills to multitask in fast-paced settings. Recently completed a Master of Science in Procurement and Supply chain Management, enhancing my knowledge in strategic sourcing, contract negotiation, supply chain management, and procurement compliance. Known for excellent communication, and problem-solving skills, I bring a unique combination of administrative efficiency and procurement acumen. Currently seeking to leverage both administrative and procurement knowledge to contribute to organizational efficiency, cost-effectiveness, and supply chain optimization. . I am open to new roles in order to broaden my skills and abilities.












## EXPERIENCE

### Office Administrator (Contract) - DRA Ghana Ltd. Accra, Nov 2022 - Mar 2023

-  Oversee department's monthly and weekly time reports and management of timesheets
-  Review documents prepared by Senior Management to ensure they are void of errors, concisely and clearly presented, formatting is consistent
-  Review and manage incoming and outgoing correspondence to determine its significance and act accordingly
-  Managed logistics for on-site and off-site meetings and events
-  Organize and maintain department's electronic and paper filing systems.
-  Oversee departments expenses, preparing monthly petty cash reconciliation documents
-  Coordinates department's events, conferences, seminars and training for department both virtual and in-person
-  Track and manage action items for department managers, coordinate and support communication flow among senior management
-  Track corporate invoices and make sure they are paid in a timely manner
-  Liaise with the appropriate department to apply for work permit and approval for DRA Expatriates from Minerals commission and necessary documents for traveling
-  Managed hotel accommodation and travel bookings
-  Liaise with HSE department and Plant Manager to acquire operating Permit/license for hazardous chemicals usage
-  Liaise with facility brokers to ensure maintenance of office facilities and equipment










## EXPERIENCE

### Quantity Survey Assistant (Contract) - China Geo-Engineering corporation. Kumasi, Aug 2022 - Nov 2022

-  Processing of documents for corporate vehicles
-  Managing correspondence for the Quantity survey department
-  flight bookings and hotel reservations for Senior Management and Engineers
-  Managing statutory operating permits
-  Managing the quantity survey department's supplies and inventory
-  Data entry into computer and updating existing data
-  Managed invoices and petty cash and work closely with the Accountants to draft financial report
-  Management of weekly timesheets
-  Performing other office related-support tasks
-  Performing clerical tasks
-  Assisting the HSE officers in preparing and reviewing reports and printing out reports









## EXPERIENCE

### Front Desk Executive (Contract) - China Geo-Engineering Corporation. Accra, Mar 2022 - June 2022

-  Attending to visitors/clients upon arrival at the premise.
-  Monitoring incoming and outgoing calls
-  Managed invoices and petty cash and work closely with the Accountants to draft financial report
-  Providing updates on schedules and scheduling appointments
-  Undertaking other office-related support tasks
-  Maintaining and updating corporate data, records and files
-  Organizing postages and mail correspondence
-  Managed office supplies and inventory
-  flight bookings and other travel arrangements for Senior Management







## EXPERIENCE

### Controller (Security Controller) - G4S Security Services Limited. Accra, Oct 2021- Jan 2022

-  Data entry and updates of existing data computer records
-  Monitoring, preparing and sending e-mails to appropriate persons
-  Compilation of general and incidents reports
-  Monitoring and answering incoming calls from clients and personnel
-  Communicating with field team to address complaints and concerns of clients and Man-Guards
-  Monitoring CCTV screens for HSE and Security issues
-  Compiling reports and details of accidents investigation and conclusions for Department Manager.
-  Monitoring assigned areas to ensure safety of Man-Guards and their posts







## EXPERIENCE

### Personal Assistant (National Service Personnel) - Parliament House. Accra, Sept 2019 - Aug 2020













-  Clerical functions and office-related support tasks
-  Organizes postage and mail correspondence for management
-  Prepare and dispatch letters to appropriate persons
-  Schedule appointments and provided follow-up calls
-  Managed incoming calls, process requests and relay messages to appropriate personnel
-  Managed office supplies and inventory
-  Handled travel and accommodation bookings

## EXPERIENCE

### Internship (Secretary's Assist.) - N.H.I.A. Kumasi, June 2018 Aug - 2018

-  Receptionist duties
-  Data entry into computer records
-  Managed office supplies and inventory
-  Communicate with field teams to address inquiries from clients
-  Perform office-related support tasks and clerical functions, including collection and filing of documents
-  Handling of incoming calls, process requests and relay messages to appropriate personnel

## SKILL

-  Outstanding communication skills
-  Computer literacy
-  Microsoft Outlook (Word, Excel, PowerPoint, Microsoft 365 & Teams)
-  Google Suites (work place, calendar, Meet)
-  Data entry, excellent electronic filing and organization
-  Good marketing skills
-  Organizational skills
-  The ability to relate to and empathize with people with disabilities
-  Data collection and Data Analysis Skills (Qualitative analysis)
-  First aid administration
-  knowledge on fire management
-  procurement and inventory management

## EDUCATION

**MSc. Procurement & Supply Chain Management - University of Cape Coast -  
April 2021 - September 2022**

**B.A. Social Science (Geography & Sociology) - University of Cape Coast -  
August 2015 - May 2019**

**WASCE General Arts - St. Louis Senior High School - September  
2011 - May 2014**

***Introduction to health and safety - Alisson Online Course -  
Certificate***

## HOBBIES

 Traveling and Tourism

 Reading

## REFEREES

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