



BACKGROUND INFORMATION OF WORLDVIEW MISSION (WM) - INT'L •



The SDGs: Our Framework for COVID-19 Recovery <https://www.un.org/en/coronavirus/un-secretary-general>

The pandemic is an **unprecedented wake-up call**, laying bare deep inequalities and exposing precisely the failures that are addressed in the 2030 Agenda for Sustainable Development and the Paris Agreement on climate change. At this moment of crisis, bold steps can steer the world onto a more sustainable path. Learn how **each of the Sustainable Development Goals** is vital for a recovery that leads to greener, more inclusive economies, and stronger, more resilient societies.

Economic and Social Development A global pandemic is a time of tough choices. The policy decisions taken now will shape the fate of millions and define the future of nations. How to save people's lives without destroying their livelihoods? Where to allocate scarce resources? How to protect those who do not have the means to protect themselves? UN DESA experts are working round the clock to help decision makers navigate these tough choices and prevent the world from sliding into a dangerous depression. <http://www.worldviewmission.org>



Ms. Hélène H. Oord

Born and raised in Suriname (SOUTH America). As a teen she moved with her family to the Netherlands where she resides, went to school, worked for the government as an office secretary assistant. As a mother raising up her kids who now grown up Helene went to UN and the New York area where her NGO Worldview Mission (WM) was founded during her stay of 7 years period at the US. At this moment in the Netherland's Hélène is ministering to a small group from a church building, "Agape Temple Global Ministry", Netherland's. **Hobbies:** Organizing conferences, Love reading bible, online spiritual counseling, pray for those in needs, online training on the UN 2030 SDG's awareness about the necessary for being involve on a Sustainable future.

Ms. Hélène H. Oord looking forward for a visit to one of these African countries and introduction to talk about her story of discovered her DNA family roots that comes from African country as Kenya, Sierra Leone, Nigeria, West Africa, Middle East and Jewish Tribe. That's why she wants to find out more about her identity and the history of where her African roots is coming from. She wants to find her tribe name therefore wants to get involved with her African culture. As well for introducing her NGO "Worldview Mission" for a possible cooperation with the country where her roots is coming from.

Her dream is to visit Kenya as well as the other African countries from where her DNA roots is coming from. As founder of NGO Worldview Mission; Ms. Hélène has a long track record, a wide strong connection within the United Nations and diplomatic communities, proactively inviting heads of state, government officials, city

councilors, local NGOs to become acquainted with the context, as an awareness driven step forward for our human and societal innovation and evolution

As Public Relations; she has a wide network consortium and Global Networking with youth, United Nations, and NGO's with UN ECCOSOC Status. She collaborates with international organizations that concerned international issues in their community towards the UN/SDG'S She is proud to be a UN Ambassador she received in acknowledgement of her continuous long term efforts to combat poverty in the world by creating self-sufficiency and support.

During that 7 years period, of the New York's Evangelism street mission work, they recognized her spiritual gift with her wide experience as pastoral care giver, they ordained her as Evangelist. As of now her spiritual network consists of Bishops, Prophets, Evangelist, Pastors and teachers, for doing the Kingdom work of God on earth. She as trained and consulted by a Chaplain has been entrusted, with her by God healing gifted hands. Volunteered her time to intercede, prayed for the injured patients on intensive Care department at the Brooklyn Hospital, Brooklyn New York

At this moment, besides pastoring her church, she is organizing church conferences invites guests from all over. Occasionally she is asked as guest speaker during int'l conferences

Hélène with her NGO is still involved in organizing workshops and maintaining network contacts with various NGO's who want to participate together with the UN SDG's together with NGO network contacts. <https://helenehoordministriesint.wordpress.com/about/>

Prior to this:

Past activities: As interne she was trained by a UN Officer, to become a conference Officer. After she has to bring it into practice. Therefore she organized events at one of the United Nations room, also the UN delegate dining room also the UN Church Centre after enough research at the UN information Centre. With her experience she is able to consult NGO's organizations to become part of the system of United Nations, including the launching of the 1st 2015-Post Development Agenda in The Netherlands. She networked with various Government's like Poland and other EU countries on that launching of the 2015 – Post Development Agenda with collaborative Netherland's and African Network partners of Worldview Mission Int'l. (<http://www.worldviewmission.org>), From the Netherlands, Ms. Hélène H. Oord was daily in co-operation with UN advisors Professors, UN Advisors, on MGD's and Post-2015 Developments Agenda to achieve a sustainable world for the future generations for A Better World.

Ms. Hélène has a wide network and has the ability of networking with youth NGO's throughout the world.

With her patients and always smiles, is in a good mood and always encourage the WM NGO's network contacts for doing the greater things towards the UN MDG's, Post 2015 Agenda, The World We Want, for bringing awareness to those various NGO's abroad in Developments countries, to change various to various. She supported a lot of local NGO's and the insurances NGO'S to become UN affiliated NGO's with the framework and the equities of the UN languages, UN writing and UN Pattern and UN Values. She always does and will do the best she can to encourage others fort he betterment of living into this world. <https://helenehoordministriesint.files.wordpress.com/2018/02/verslag-agape-temple-global-min-verslag-fin-2016-nieuwjr-2017-cap-aan-den-ijsel-pdfxpdf1.pdf>



MEET OUR TEAM IN SIERRA LEONE

LAWRENCE KAIKUDA ONYX-FANGAWA

+23276508686

onyxkfangawa@yahoo.com

47s off Spur road, Freetown, Sierra Leone

Professional Summary

Lawrence K. Onyx-Fangawa is a multi-talented; intellectually skilled and a professional management expert who can bring incredible results to any organization if given the chance and support to function. He is a goal oriented and result achievable person. He can adapt quickly to any structural change and job ethics. He believes in achieving results through his most valuable asset- "people". He is a team player and very tolerant but professionally firm in his administrative responsibility. He believes in principles of accountability and a cohesive reporting system with proper documentations to details. He is dependable and reliable.

Skills

- Interpersonal skills

- Leadership and organizational skills
- Creative and interactive skills
- Analytical skills
- Communication skills
- Teamwork Skills

Experience

Senior Pastor/ Zoner Coordinator Battle Axe Ministry International Freetown, Sierra Leone

- Pastor in charge of the daily affairs of the Branch
- Providing Spiritual guidance to God's people in the Branch.
- Render moral counseling to all the members in the Branch.
- Manage all administrative issues in the Branch.
- Manage all financial matters and provide prudent financial management to tailor experience against income.
- Prepare monthly reports and communicate matters affecting the Branch to the Head Quarter.
- Supervises all Branches within the zoner catchment area.
- Manage, supervise and coordinate activities in the four Branches under my Zone.
- Supervise, maintenance and equip the Branches.
- Spearhead training of the leaders and other staffs.

Head of Operational Control ProCredit Bank Sierra Leone Freetown, Sierra Leone July07/2009 - SeptemberSeptember2010

- Manage and supervise all staffs in the Department
- Supervises, monitoring and assessing Risk controls, Internal Controls and all Banking services.
- Conduct on the spot snap checks in all Branches of the Bank and report findings and recommendations to Management.

Management.

- Involving in Credit Recovery and monitoring of our credit Files
- Giving Reasonable assurances to shareholders and senior management executives of their financial investment.
- Preparing and assessing monthly projections by number and volume.
- Supervision and assessing the daily performance of all Banking service Coordinators, Credit Coordinators and by extension Branch Managers.

- Directly involved in the recruitment and selection and training of new staffs joining the institution.
- Coordinate daily task in other departments to achieve daily targets.
- Assess credit customer's files to determine their legibility for loan.
- Seat on credit committees to decide on the loans to be given to customers.

Senior Specialist in The Operational Control Unit ProCredit Bank Sierra Leone Freetown, Sierra Leone January01/2008 - JulyJuly2009

- Critical assessment of all forms of reports that relates to the daily performance of the Bank
- Give expert advice and support to all related departments.
- Support Risk assessment unit, audit unit, card department, including general operations
- Give expert advice and support to all Branches in relation to their functions
- Evaluate various job descriptions
- Ensure that the core values of the institution are adhered to the latter.
- Advice management on the risk factor on potential investments.
- Liaison between the bank and the general public.

Banking Service Coordinator ProCredit Bank Sierra Leone Freetown, Sierra Leone January01/2007 - JanuaryJanuary2008

- Supervises all Banking services responsibilities
- Manage all Clients Advisors and Cashiers in the Banking Service
- Ensure all our customers' needs are met promptly and professionally.
- Listen and act decisively to all customers complaints.
- Ensure all Banking services policies are adhered to by all staffs.
- Conduct monthly staff progressive meetings and report to management all findings.
- Interface between management and the staffs.
- Communicate all staffs grievances and needs to management.
- Communicate management policies to staffs.
- Ensuring the Banking service is ideal for our customers
- Enforces the KYC (Know Your Customer) and CIK (Customer is King) concept is well understood by all Banking services staffs.
- Manage the work schedule and give assignments to Banking services staffs to meet with monthly targets.

Client Advisor ProCredit Bank Sierra Leone Freetown, Sierra Leone July07/2006 - JuneJune2007

- Manage Customer portfolio
- Open account for all customers that wants to open accounts
- Advice the Customer base on their choice of account.
- Manage all customers account under my portfolio
- Refer Clients to the right source for their need within the Banking hall.
- The first contact person with the Banking Hall.
- Manage my work station
- Communicate all customers' complaints and grievance to my immediate supervisor.
- Communicate the different products and services of the Bank to its customers.

Education

BSC Business Administration Institute of Public Administration and Management (IPAM) Freetown Sierra Leone December12/2006

Diploma in Banking Strategy and leadership Institute of professional studies Maputo Mozambique November11/2009

Diploma in Strategic management ProCredit Academy GmbH Fürth Germany March03/2008

Diploma in operational Risk management Microfinance Investment and Technical Assistance Facility Freetown Sierra Leone September09/2009

Leadership Diploma Course Word of Faith Bible Institute Port Harcourt Nigeria August08/2012



CHRISTIANA AGNES ONYX-FANGAWA

47s Spur Road, Freetown
Contact: +232 76 160203

Christiana Agnes Onyx-Fangawa is a productively industrious and hardworking professional, who has spent a considerable number of years as a professional Banker rising from an intricate account opening Clark to attaining various supervisory responsibilities and ending up as a position of Branch manager. Christiana Agnes Onyx-Fangawa is a very supportive management innovative person. She can work under pressure

and extremely difficult circumstances. She is a warm, friendly and morally stable in the discharge of her responsibilities.

PERSONAL DETAIL

Date of Birth: 24th December 1979
Place of Birth: Masoyela, Lungi
Nationality: Sierra Leonean
Religion: Christian
Sex: Female
Marital Status: Marriage
Number of children: 1
Language Spoken: English & Krio

EDUCATIONAL BACKGROUND

YEAR	INSTITUTION	ACHIEVEMENT
2009	Institution of Public Administration	Business Management Administration
2008	Banking Operation Organized West Africa Banker Association	Diploma
2004	Analysis organized first regional Solution Limited	Diploma
2003	ICM Course on International Business Communication	Diploma in Business Management Administration

2000	Industrial and Medical Engineering	Certificate in computer studies
1993 - 1998	Methodist Girls High School	G.C.E O' Level
1985 - 1993	E B Williams Municipal primary school	Primary Certificate

Skills/Abilities:

- ❖ Leadership skills
- ❖ Ability to plan and organize.
- ❖ Ability to learn fast
- ❖ Ability to work under pressure
- ❖ Computer literate
- ❖ Good interpersonal relation

JOB EXPERIENCE

2015 – up-to-date - Branch Pastor - Battle Axe Ministry International

2005-2015 - First International Bank - Branch Manager



Melissa M. Smith

44 Wesley Street Hasting

Date of Birth: September 30th 1982

Email: mellissas61@gmail.com

[Tel:077500005](tel:077500005) 076822028/ 078195594

Melissa Marie Smith is an industrious and creative thinker with excellent analytical skills to handle task. She take on a challenging role Analyze and give an efficient and effective solution that would help an organization to achieve its goals and objectives.

CREDENTIAL:

CBS: College of Business Studies

SALPOST: Computing and Typing Training Centre

SACTC: Safe Access Computer/Internet Training Centre

ABILITIES:

- Experience in Computing
- Strong knowledge in Corporate Sales, Marketing and Media Relation, Customer Service and Outdoor Branding.
- Excellent written and verbal communication skills, with an eye for detail
- Strong analytical and problem solving skills
- Extremely productive in a high volume, stressful or stress free, environment
- Strong client interface and presentation Skills
- Excellent interpersonal skills 'Customer Focus' & ability to quickly build relationships.
- Languages: fluent in Krio and English.
- Ability to work effectively in a diverse team, demonstrate ability to develop and maintain effect working relations in a multi-cultural environment.
- Professionalism: Ability to adapt and be innovative.

COMPUTER SKILLS:

- Microsoft word
- Excel
- Access
- PowerPoint

WORK EXPERIENCE:

TRANSNATIONAL (DSTV) SIERRA LEONE LIMITED

POSITION:

Sales and Marketing Manager

DURATION: October 2017 – To date

SMART MOBILE SIERRA LEONE

POSITION: Corporate Sales Specialist

DURATION: January 2016 to January 2017

TRANSNATIONAL (DSTV) SIERRA LEONE LIMITED

POSITION: Sales and Marketing Manager

DURATION: May 2013 to December 2015

AFRICELL LINTELSIERRA LEONE LIMITED

POSITION: Corporate Sales Manager

DURATION: September 2010 – May 2012

AFRICELL LINTELSIERRA LEONE LIMITED

POSITION: Acting Commercial Director

DURATION: January 2010 unto February 2010

AFRICELL LINTELSIERRA LEONE LIMITED

POSITION: Head of Corporate Sales Department

DURATION: June 2009 onto August 2010

AFRICELL LINTEL SIERRA LEONE LIMITED

POSITION: Freetown Service Centre's Coordinator

DURATION: January 2008 –May 2009

AFRICELL LINTEL SIERRA LEONE LIMITED

POSITION: Customer Care Supervisor

DURATION: February 28th 2005- September 2006

AFRICELL LINTEL SIERRA LEONE LIMITED

POSITION: Acting Customer Care Manager

DURATION: September 2006 – October 2006

AND

December 2006 – February 2007

AFRICELL LINTEL SIERRA LEONE LIMITED

POSITION: Back Office Supervisor

DURATION: November 2006 –December 2007

TRANSNATIONAL (DSTV) SIERRA LEONE LIMITED

Sales and Marketing Manager

Responsibilities:

- Responsible to sell our package to companies / organizations. Also for setting goals for the Sales and Marketing team, delivering excellent leadership and motivate team members.

Responsible to designing training programs and monitoring staff performance.

- Managing the sales and marketing team and Ensure that all branches have enough stock.
- Monthly visitation to the provinces branches to maintain and retain Customer's relationship.
 - Prepared Invoices for MultiChoice Africa (Refund of budget request from Transnational SL Ltd DStv

- Prepared Yearly monitoring plan.
- Handle all MultiChoice and Transnational Sierra Leone DStv Market/Sales events.
- Handle all Loan and replacement of faulty equipment.
- Monitor sales in all branches.
- Develop sales strategies.
- Monitoring all billboards (Freetown and Province).
- Handle all Hotel activation
- Weekly and Monthly stock monitoring.
- Handle all media program.
- Prepare weekly and monthly report to Transnational DStv and MultiChoice Africa
 - to maintain a good market stand.



MATHEW LAHAI

EDUCATION:**College of Business Studies**

National Diploma in Business Administration 2001-2002

Higher National Diploma in Business Administration 2003-2004

SALPOST Computer/ Typing Training Centre

Credit in Personal Computer/Typing Skills (Ms DOS, Ms Windows, Ms Word, Ms Excel & Ms Access) July 2001-November 2001

Safe Access Computer and Internet Training Centre

Ms DOS, Ms Windows, Ms Word, Ms Excel, Ms Access & PowerPoint
April 2002-September 2002

Official Training (Africell Lintel SL Ltd)

Communication Skills on Customer Care, Marketing and Corporate Sales April 2006 –
18 Richard street Grafton

Mob: +23277341193/+23278978233

Email: lahaiokmathew@gmail.com

OBJECTIVES

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously and easily facilitate my career and profession.

WORK EXPERIENCE

1. Company	Blue Print Construction Ltd.
Position	Admin and Finance Manager
Duration	February 2017 onwards

RESPONSIBILITIES:

- Organize daily work procedures
- Payroll calculations and administration
- Establish an acceptable working environment
- Co-ordinates the work of various projects

- Keep all financial books of accounts
- Prepare and control administration budgets
- Partake in all negotiations for the award of contracts to subcontractors.
- Under take all the necessary payments on behalf of the company.
- Select a reliable and trustworthy suppliers for the supply of all materials needed at various sites nationwide
- Monitor and supervise all the storekeepers at the different sites nationwide.
- Supervises the Petty cashier and reimburse the Petty cash as when necessary.
- Prepare and present annual financial reports of the company and calculated tax payable to the National Revenue Authority (NRA).

2. **Company** Nimo Construction And Trading Enterprise Ltd

Position Store Manager

Duration October 2016 – January 2017

RESPONSIBILITIES

- Receive all weekly material requisition forms from various sites
- Supply materials to the different sites
- Balances the stock cards
- Record and keep all documents relating to inter-sites transfer
- Prepare purchase requisition for the various sites and send them to the purchasing department
- Prepare stock receipts voucher (SRV) and stock issue voucher (SRV).
- Allocates fuel to all vehicles and machines
- Allocate vehicles and drivers to different line managers and supervisors on a daily basis.
- Gives pass to vehicles and persons in order to pass through the gates for security checks.

3. **Institution** Logos Academy SS Camp IMATT

Position Teacher (Part-Time)

Duration 1st September 2013- 31st August 2015

Duties Teacher Business Studies From JSI-III

Promotion Full Time Teacher

Duration 1st September 2015- 30th September 2016

RESPONSIBILITIES:

- Teach principle of cost accounting and financial accounting from SSS1 –SSS4
- As a form teacher I prepare attendance register, report cards for my class
- Conduct morning devotion during the assembly
- I also serve as head of department for the commercial stream
- As head of department for the commercial stream, I screen all scripts after every teacher has marked for correctness
- On several occasions I serve as acting principal whenever the principal was not around

4. **Institution** Flaming High School, 29E Accession Town

Position Teacher (Part- Time)

Duration 1st September 2011- July 2015

RESPONSIBILITIES:

- Teach general mathematics at all JSS levels and all SSS levels from 2011- 2012
- Teach business studies, business management, commerce financial accounting at different levels.
- Conduct morning devotion during the assembly.
- Prepare record register and report cards
- I was head of Jos Ganu house
- I was member of the following committees annual outing planning committee, disciplinary committee and annual thanksgiving committee

EDUCATIONAL GROUND

Institution	year	qualification
Government Rokel Secondary School	2002-2005	B.E.C.E
Albert Academy secondary school	2005-2008	W.A.S.S.C.E
Institute of Public Administration and Management (IPAM-USL)	2009-2013	B.Sc. Applied Accounting.

PERSONAL DETAIL

Name	Mathew Lahai
Dates of Birth	1 st June 1984
Place of Birth	Foya Village, Lower Bantan Chiefdom, Moyamba District.
Nationality	Sierra Leonean
Religion	Christianity
Marital Status	Single
Language Spoken	Mende, Krio and English



KHADIJATU KAMARA

4, Joseph Koroma Drive off Wilkinson Road,
Freetown Sierra Leone
Mobile: 075 195140 / +232 77 758 821
Email: khadishnatty@gmail.com

PERSONAL DETAIL

Date of Birth: 27th September 1978
Place of Birth: Princess Christian Maternity Hospital
Nationality: Sierra Leonean
Religion: Christian
Sex: Female
Marital Status: Single
Number of children: 3
Language Spoken: , Krio and Temne

SUMMARY

I am a Diploma holder in Business Management & Administration at Cambridge International College, also a Diploma holder in Secretarial Studies with subjects like English Language, English for Business Communication, Administrative and Secretarial Procedure, French and Typing at Gloronia Secretarial Institute, Single Subject Diploma in Bookkeeping also a Certificate holder in Microsoft Office programmes (Windows, Word, Excel, Access, Power-point and Publisher), database management experience in set up small computer networks.

Objective: Seeking an opportunity to gainfully utilize my professional experience to make significant contributions to the achievement of the goals of the employing organization.

Skills/Abilities:

- ❖ Good writing and communication skills
- ❖ Leadership skills
- ❖ Ability to learn fast
- ❖ Ability to work under pressure
- ❖ Computer literate
- ❖ Good interpersonal relation
- ❖ Ability to plan and organize.

EDUCATIONAL BACKGROUND

YEAR	INSTITUTION	ACHIEVEMENT
2018 - to-date	Institute of Public Administration (IPAM)	Pursing Degree
2016 - 2017	Cambridge international College	Diploma in Business Management & Administration

2013	IBCAST	Certificate in Personal /Assistant Confidential Secretary
2001 -2002	Integrated Communication Network	Certificate in software program
1998- 2002	Gloroinia Secretarial School	Diploma in Secretarial Studies
2006	I.C.M	Diploma in Bookkeeping
1990 -1996	Government Secondary Technical School	G.C.E 'O' Level
1983-1990	Samaria Primary School	Selective Entrance Examination

JOB EXPERIENCE

YEAR	POSITION, INSTITUTION AND RESPONSIBILITIES
2011 - TO-DATE	ADMIN OFFICER: TRANSNATIONAL SIERRA LEONE LIMITED (DSTV)
	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ❖ MANAGE FILES, STORAGE AND SECURING OF DOCUMENT ❖ MAKING BOOKING AND RESERVATIONS FOR QUEST ❖ RECEIVING ROUTINE TELEPHONE CALLS, EMAIL AND VISITORS. ❖ PREPARE PROFORMA INVOICE& INVOICE ❖ SUPERVISE ADMINISTRATIVE SERVICE WITHIN THE MUNICIPALOFFICE ❖ ADMINISTER EMPLOYMENT AGREEMENT ❖ RECONCILE THE GENERAL LEDGER ❖ CONTROLLING PETTY CASH AND DISBURSEMENT ❖ TO ENSURE KEEPING UP-TO-DATE BI-LAW, REGULATION, RULES OF THE COMPANY ❖ ARRANGE FOR PURCHASE OF STATIONERIES AND ENSURE KEEPING OF ADEQUATE STOCK OF STATIONERIES ❖ MAINTAIN OFFICIAL SECRECY AS ORDERED BY THE MANAGING DIRECTOR . ❖ ARRANGE FOR PROPER FILING SYSTEM. ❖ CHECK IN THE DAY BOOK, GENERAL LEDGER/CONTROLLING PETTYCASH. ❖ ARRANGE FOR ANNUAL GENERAL BOARD MEETINGS ❖ UPDATE NOTICE BOARD
2010-2011 ON CONTRACT	ACTUARIAL ASSISTANT/SECRETARY: FIRST SIERRA LEONE ACTUARIAL CONSULTANT
	<p>RESPONSIBILITY:</p> <ul style="list-style-type: none"> ➤ RECEIVING DATABASE INFORMATION OF STAFFS ➤ CALCULATING END OF YEAR BENEFIT ➤ TYPING REPORT AND MINUTES ➤ ORGANIZING MEETINGS ➤ RECEIVING ALL INCOMING AND OUTGOING DOCUMENTS

2009-2010	ADMINISTRATIVE SECRETARY: SAM-KING SERVICES AND MACHINERY CONSTRUCTION COMPANY
	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ○ MAKING AND RECEIVING ALL PETTY CASH FINANCIAL TRANSACTION ○ DISPATCH DOCUMENTS AND DISPLAY MEMOS ○ PROVIDE ADDITIONAL TECHNICAL INFORMATION ON PROJECTS FINANCIAL BUDGETS ○ DEVELOP AND SET UP DATA BASE SYSTEM FOR INFORMATION SHARING ○ SUPPORT OFFICE MEETINGS AND ATTEND TO ALL INCOMING VISITORS ○ UPDATE NOTICE BOARD ○ RECEIVE ALL INCOMING CALLS ○ PREPARE AND RECORD THE CORRESPONDENCE
2006- 2009	CAFÉ MANAGER: GLOBCO INTERNET CAFÉ
	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ❖ CASHIER ❖ MANAGING AND CONTROLLING FINANCE ❖ ASSISTING CUSTOMERS ❖ TYPING AND SENDING REPORT ❖ CONTROLLING ALL INCOMING AND OUTGOING DOCUMENT. ❖ SUPERVISING STAFFS. ❖ DESIGNING DESKTOP DOCUMENTS. ❖ TRAINING AND RECRUITING STAFFS
2003-2006	SECRETARY: ALIMARA CONSTRUCTION COMPANY
	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ○ STOCK TAKING AND MANAGEMENT OF ALL PETTY CASH ○ WRITE AND RECORD MEETINGS MINUTES ○ TAKE INVENTORY OF ALL IN- COMING AND OUT -GOING ITEMS ○ PREPARE MONTHLY REPORT ○ PROVIDE ADDITIONAL TECHNICAL INFORMATION ON PROJECTS FINANCIAL BUDGET.
2002- 2003	ADMINISTRATIVE ASSISTANT: SIERRA LEONE TELECOMMUNICATION COMPANY
	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ● SUPPORT ADMINISTRATIVE OFFICER IN ALL OTHER DEITIES RELATED TO THE JOB ● SUPPORT STAFF AND COSTUMERS WITH INFORMATION ● RECEIVE AND SUBMITTED INCOMING AND OUT GOING MAILS

- FILING DOCUMENT ALL ORGANIZATION DOCUMENTS

Seminal/Workshops Attended

- ❖ Two days training workshop on financial management with Finance Salone
- ❖ Three days intensive training workshop on secretarial management with Seirratel
- ❖ Three days intensive training on first aid management with Red Cross Sierra Leone



Andrew Kondi Kargbo

Date of Birth 30 January 1999

Address 30 Wilkinson By Pass Road

Sex Male

Nationality Sierra Leone

Email www.andrewkay30@gmail.com

Andrew Kondi Kargbo, is a young creative and highly skilled computer software engineer training who is versatile in creating deserve software packages and a prolific graphic designer whose input has a tremendous impact on our work here in Sierra Leone.

He is currently in the university but has done various in township program in his field of Studies. He will be handling our IT and graphics designs

WORLDVIEW MISSION DEPT: SIERRA LEONE REGISTERED DOCUMENTS

