

Elvis Tony-Philips

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KEY COMPETENCIES

- Exemplary attention to detail with strong organizational skills.
- Effective written and verbal communication skills.
- Exceptional time management skills, enabling successful management of multiple tasks and deadlines.
- Ability to work collaboratively in a team environment as well as work well independently.
- Competent in using MS Windows applications like Word, Excel, Project, PowerPoint, Teams, etc.

EDUCATION

Financial Technology PG. Jan. 2023 – Dec. 2023
Conestoga College, Kitchener, Ontario
Operating Data Analytics, Financial Accounting, Data Modelling, Market Trends, Mobile Applications for fintech, Artificial Intelligence in Finance

BSc. Banking & Finance Sept. 2015 – June 2019
University of Education, Winneba, Ghana
Investment and Financial Management, Strategic Business Management, Taxation

ACHIEVEMENTS

- Dean's List, Conestoga College Jan. 2023 – Dec. 2023

WORK EXPERIENCE

Customer Sales Representative Dec. 2022 to Present
Shoppers Drug Mart, Kitchener

- Demonstrates superior customer service skills through assisting clients with their shopping needs.
- Conducts rigorous audits of financial transactions and rectifies inaccuracies with precision.
- Maintains 100% accuracy in cash processing transactions and a balanced cash drawer.

Automotive Control Representative Jun 2018 – Oct. 2022
Ellonassis Ventures, Ghana

- Spearheaded sales and marketing for new and used vehicles across diverse automotive brands.
- Oversaw the mobilization of vehicles parts, directed repair operations and prioritized vehicle safety.
- Processed vehicle registration requests for customers during vehicle handovers.

Data Quality Analyst Jan 2021 – Dec 2021
Ghana Statistical Services, Ghana

- Proficiently used TALLY and STATA software to perform data analysis for the nationwide census.
- Expertly supervised field officers in rectifying errors utilizing the CAPI software.
- Ensured thorough listing and enumeration activities within the municipalities.

Administrative Officer Sept 2019 – Aug 2020
Driver And Vehicle Licensing Authority, Ghana

- Managed financial transactions of clients totaling more than Ghc 500,000.
- Verified payments and reviewed financial records for errors and for creation of report materials.
- Maintained the client records database by creating, updating, and organizing client accounts.
- Sorted, filed, and issued over 10,000 clients' driver's licenses.

PROJECTS

2021 Population and Housing Census, Ghana Jan. 2021 – Dec. 2021

- Created promotional videos for open internet initiatives.
- Organized and conducted events to raise awareness for the census campaign.