

EMMANUEL MENSAH

DATA ANALYST

PROFILE

An outgoing and articulate graduate with work experience as a procurement officer. Skilled in financial monitoring, data reporting and proficient in Microsoft Office Suite.

WORK EXPERIENCE

• KNUST

2023 - 2024

Procurement Officer Intern

- Monitored procurement data and activities, ensuring compliance with university policies and procedures.
- Analyzed procurement data to identify cost-saving opportunities and improve purchasing efficiency.
- Prepared and maintained accurate records of procurement transactions, enhancing audit readiness.
- Assisted in vendor evaluation and contract management, ensuring compliance with organizational procurement policies
- Utilized Microsoft Excel to develop tracking tools, optimizing the efficiency of data management processes.
- Collaborated with department staff to align procurement actions with financial goals, ensuring optimal resource use.

• CONFIRM PRINTING FIRM

2022

Research Work Editor

- Edited and formatted graduate research work, ensuring consistency, accuracy, and adherence to company guidelines.
- Collaborated with the design team to create visually appealing templates for various print materials.
- Conducted quality checks to verify that final documents were error-free and met client requirements.
- Assisted in resolving computer-related technical issues



CONTACT

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EDUCATION

2019 - 2023

KNUST

- BSC. STATISTICS

2015 - 2018

OSEI TUTU S.H.S

- GENERAL SCIENCE

SKILLS

- Data analysis and reporting
- Procurement
- Front end web design
- Filing and archiving
- Articulate and well spoken