



# Baraka Yeledé Khidir

## Contact

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Abu Dhabi - Al Ain, Al Hiyar  
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## Additional Skills

Industrious, critical thinker, good problem-solving skills, good communication and interpersonal relationship skills, principled with flexibility, humble, curious, disciplined, honest, self-motivated, innovative, computer literate, team player, optimistic, dynamic, result-oriented, down-to-earth and ability to work under pressure without or with little supervision where necessary.

## Professional Summary

To work in highly ethical and performance oriented organization, where all the knowledge I have acquired and the experiences gained can be demonstrated to enable the realization of organizational goal.

## Work Experience

September, 2018 - August, 2019

**Ministry of Defense, Ghana Armed Forces, Burma Camp**

National Service Personnel  
Recording and Monitoring the movement of Documents, Filling of logistics documents, Going on a survey to take Incoming and Dispatching mails to/from Departments, Doing of Photocopying, Booking of Letters and Memos.

January, 2017 - February, 2017

**Delta Paper Mill Company Limited, Tema Motor Way Community 12**

Internship  
Going out with the Business Development Leader for Logistics Activities, Writing of Receipts, Depositing cash at the bank, Booking of appointments for the Supervisor, Filing and making photocopies of documents, Booking of Calls, Connecting of phone calls for workers to and from all Delta Paper Mill subsidiary company.

September, 2017 - October, 2017

**Bolloré Transport & Logistics Ghana, Tema**

Internship  
Working on cash sheets to keep track of the daily cash receipts and expenditure of the organization, Verifying the amount on documents and on payment vouchers, Scanning, photocopying, printing of documents and other clerical duties, Vehicle inspection.

## Education

October, 2014 - June, 2018

**Regional Maritime University, Tema**

Bachelor of Science Logistics Management

September, 2009 - June, 2013

**Accra Senior High School, Ridge**

Business (Secretarial), West Africa Secondary School Certificate

2006 - 2009

**Ghana Lebanon Islamic Junior High School, Circle**

Basic Education Certificate