**ALEX BAFFOUR AKOTO**

Kumasi, Ghana·+233541672035 baffourlexis@gmail.com ·

Project Coordinator | Site Engineer | Coastal Engineer | Project Engineer

**M.Sc. in Harbor, Coastal and Offshore Engineering** with well-developed skills in project management in the field of engineering. possessing almost five (5) years of experience in project management also has strong administrative and technical management skills. I thrive on challenges and motivational goals. An interdisciplinary individual who is capable of working in multiple areas, efficient delivering under pressure, achieving excellence in job quality which blends with academic progress, build and maintain a relationship with leaders and top officials in organization, strong analytical skills, communication and management skills, highly skilled in solving problems, well rounded and ability to relate to diverse population with various background. My career mission is to be a Project Engineer.

**CORE COMPETENCIES AND ACHIEVEMENTS**

* **Proficient knowledge in coastal engineering**. Earned an M.Sc. Degree in harbor, coastal and offshore engineering from Hohai University, China. Well, verse with hydrodynamics modeling.
* Obtained a B.Sc. degree from the University for Development Studies, Tamale, Ghana.
* **Proficient in project and risk management**. Acquired a diploma in project management from an international business management institute.
* **Winner of an award.** Nanjing government scholarship for master’s student at Hohai University, Hohai University scholarship for master students, jasmine Jiangsu government award for foreign students.
* **Project Coordinating expert**. Succeeded in project supervision, coordinating all aspects of the projects. Created and introduced a rotation policy that helped in reducing project delivery shortages.
* **Proven success in project implementation, evacuation, and evaluation**. Actively involved in the relocation of the dichemso fitting shop to ejisu new area. Handled over 500 clients. Increased daily contributions from clients by 5%.
* **Systems utilization and technology skills**. Well, advance in using Windows and Mac operating system, well versed with SPSS, Microsoft office suite, Delft 3D, SMS, and mike 21 models.
* **Administrative Support.** Working on file organization, preparing the financial report, maintenance, and minutes documentation. Worked as an office administrator, increased office efficiency by 15%, increased revenue generation by 5% monthly, reduced office expenditure by 5%.

**PROFESSIONAL EXPERIENCE**

**Site Engineer – Vuluxx Company Ltd (cape coast sea defense project) Oct 2019 - to date**

Coordinate daily site activities, supervision all coastal protection projects, administering all projects for coastal restoration and develop plans to protect the shoreline, coordinating with project consultants to manage all coastal resources effectively, monitor project deliverables and participate in all project plans and facilitate to develop an effective project schedule.

**Project Engineer, Trainee – Sidalco Construction (Dansoman Sea defense project) July – Sep (2019)**

Assisted in taking levels, site supervision of coastal infrastructure projects at Dansoman, supervising the design process of groynes and revetment by Hydrological service department of the ministry of works and housing and QA/QC support.

# Operations supervisor – Yuming Engineering, Nanjing - China 2018 – 2019

Supervised everyday working of department operating process and increase efficiency of workers for various growth-oriented programs, Analyze and identify all issues and ensure appropriate steps to prevent loss, Develop plans and supervise various departmental meetings and participate in various growth-based campaigns, Prepare regular reports, perform audit on various operations and evaluate processes as per business requirements, Prepare project updates within the required timeframe and delegate individual tasks to all employees and ensure compliance with applicable laws and company policies.

# Project Officer - Osmes Engineering Company, Kumasi 2014-2015

Developed and managed budget for each project, manage and facilitate the flow of essential information among company team members, Planned, Scheduled and confirmed appointments for the project, Planned and directed enhancements to operating systems and designs, ensured project compliance with integrated management systems and Prepared tests to ensure systems meet documented user requirements.

# Teacher / Administrator – Ghana National Service, Asante-Akim 2013-2014

Recording, composing, typing and distributing meeting minutes, Ordering and dispensing office suppliers and operating office machines and Teaching.

**Project officer – Innovation for poverty action (IPA), Kumasi 2013 (May-July)** Facilitating and mobilizing group members for Data collection and conducting a field survey, Manage, supervise and control multiple projects through the project life cycle.

**ACADEMIC QUALIFICATION**

**Hohai University, Nanjing China**

M.Sc. Harbor, Coastal and Offshore Engineering

# International Business Mgt. Institute, Berlin

Diploma in Project Management