Elizabeth Achiaa

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Summary

Accomplished professional with management experience in administrative roles. Demonstrated strengths include strategic planning, process improvement, and staff development. Previous work has resulted in streamlined operations, enhanced productivity, and improved team performance. Committed to fostering efficient, collaborative environments that propel business success.

Skills

- Human resources management
- Budget forecasting
- Document management
- Employee onboarding
- Staff management
- Team development
- Effective communication
- Attention to detail
- Payroll management
- Administrative coordination
- Developing policies and procedures
- Employee training
- Office management
- Leadership development
- Conflict resolution

Experience

HR/ADMINISTRATION MANAGER | 10/2023 - Current
De Don Limited Company - Techiman

- Managed daily office administration for De Don Limited Company.
- Coordinated staff schedules and administrative workflows across departments.
- Oversaw correspondence, filing, and document control systems.
- Maintained employee records and confidential administrative files.
- Prepared routine reports and executive support documents.
- Supervised daily operations of the administrative team to ensure timely completion of tasks.
- Summarized department activities in monthly reports for senior management review.
- Maintained an accurate database of company documents such as contracts, invoices, vendor agreements.
- Streamlined communication between leadership team and other departments.
- Provided guidance to staff on administrative issues such as payroll processing, employee benefits administration.
- Assisted in the development of administrative procedures and systems to improve accuracy and efficiency.
- Resolved complex problems related to administrative processes in a timely manner.
- Ensured compliance with organizational policies and procedures as well as applicable laws and regulations.
- Designed training program for new staff to ensure smooth integration into organizational culture.
- Created and maintained operations manual to document systems and standards.
- Implemented cost-saving strategies across all departments that resulted in significant savings over time.
- Performed budgeting duties including forecasting expenditures and preparing financial reports.
- Developed administrative team to support corporate growth and objectives.
- Reviewed and approved department reimbursement requests, recording transactions to maintain financial accountability.
- Communicated job expectations and trained staff to promote team building and discipline.

OPERATIONS MANAGER | 06/2020 - 12/2021
Ndaana Eco Company Limited - Wa

- Managed daily operations across eco production, logistics, and service teams.
- Supervised day-to-day workflow of employees in order to maximize productivity and maintain quality standards.
- Coordinated staff schedules, work assignments, and workplace priorities.
- Monitored and improved efficiency of processes, team performance, and customer service.
- Reviewed operating procedures and improved workflow consistency.
- Implemented policies and standard operating procedures and managed quality, customer service and logistics.
- Oversaw quality checks for products, services, and operational tasks.
- Guided team members on company standards and work expectations.
- Managed staffing needs through recruitment, selection, onboarding and training, disciplinary action as necessary.
- Supported procurement activities and vendor communication for eco materials.
- Identified areas of deficiency and performed root-cause analysis to solve problems.
- Coordinated with other departments including sales, marketing, finance, human resources. to ensure efficient operations.
- Ensured compliance with safety regulations and maintained a safe work environment for all personnel.

MONITORING AND EVALUATION OFFICER | 12/2016 - 06/2019
IPIMFS Project. - Upper West, Wa, Massachusetts

- Monitored IPIMFS project activities against workplans and reporting schedules.
- Developed monitoring tools for IPIMFS project data collection and review.
- Reviewed field reports for accuracy, completeness, and compliance.
- Tracked indicators and updated monitoring databases for project records.
- Supported evaluation planning, survey design, and data analysis tasks.
- Prepared donor reports using IPIMFS project monitoring findings.
- Coordinated site visits with staff, partners, and community stakeholders.
- Guided teams on monitoring standards, documentation, and reporting procedures.
- Conducted field visits to ensure quality implementation of project activities.
- Supervised data collection, data quality, analysis, evaluation, and dissemination for research projects.
- Developed and implemented data collection tools for monitoring projects.
- Reviewed and analyzed project performance data to identify trends, patterns, and opportunities for improvement.
- Coordinated with external consultants to carry out evaluations.
- Analyzed and reported statistics to support budget development and program evaluation.
- Assessed the impact of interventions on target populations by conducting quantitative and qualitative analyses.
- Prepared periodic reports highlighting key findings from M&E activities performed.
- Organized regular reviews of program performance indicators with key stakeholders.

Education and Training

Valley View University - Techiman | Bachelor of Science
Agribusiness, 01/2011 - 06/2014

Kumasi Girls Senior High School - Kumasi | High School Certificate
General Science , 07/2009

Languages

Twi:
Native/ Bilingual

English:
Full Professional

French:
Elementary

Accomplishments

Departmental best graduating student, 2015....Department of Agribusiness.