

OSEI YAW SARFO

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OBJECTIVE

A seasoned professional skilled in the symbiotic integration of human resources, data analysis, and strategic insights. With a background in Psychology, HR and a mastery of data-driven methodologies, my objective is to optimize organizational performance by decoding workforce dynamics, fostering growth-oriented cultures, and delivering actionable insights that elevate decision-making to drive sustained success.

CERTIFICATIONS

Senior Professional in Human Resources - International™ (SPHRi™) <i>HR Certification Institute (HRCI)</i>	October 2023
Google Data Analytics Certificate <i>Coursera</i>	September 2022
AWS Certified Cloud Practitioner <i>Amazon Web Services (AWS)</i>	March 2022
Management Strategies for People and Resources <i>Young African Leaders Initiative (YALI)</i>	October 2016
Strategies for Personal Growth and Development <i>Young African Leaders Initiative (YALI)</i>	October 2016
Workforce Collaboration and Development <i>Young African Leaders Initiative (YALI)</i>	October 2016

LICENSE

Industrial & Organizational Psychologist (GPSY 00671-91-21-P) <i>Ghana Psychology Council</i>	October 2021
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EDUCATION

ALX Africa (The Room) – Accra, Ghana Certificate, Data Analytics	Currently Enrolled
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Related courses: Leadership, Working in teams, Data Management, Process Innovation and Management, Project Management, Business Intelligence, SQL, Data Visualization, Digital Innovation, Big Data Technologies, Google Sheets, Power Bi

Cambridge Center of Excellence - Accra, Ghana	Graduated 2022
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Certification Course, Senior Professional in Human Resources – International (SPHRi)

Related courses: Business Leadership, Talent Development & Management, HR Service Delivery, Measurement & Analysis

University of Ghana - Legon, Ghana	Graduated 2017
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Master of Philosophy, Industrial and Organizational Psychology

Related courses: Research Methods, Personnel Psychology, Accident & Safety at Work, Psychometrics, Statistics & Data Analysis, Systems & Theories of Psychology, Human Relations in Organizations, The Nature of Contemporary Social Psychology, Contemporary Issues in Industrial & Organizational Psychology, Organizational Theory, Organizational Behavior

University of Ghana - Legon, Ghana	Graduated 2014
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Bachelor of Arts, Psychology and English

Related courses: Research Methods in Psychology, Elements of Psychology, Psychology & National Development Social Psychology, Educational Psychology, Cognitive Psychology, Introductory Experimental Psychology, Motivation & Emotion, Learning, Sports Psychology, Biological Psychology, Environmental Psychology, Guidance and Counseling, Industrial Psychology, Organizational Psychology, Critical Thinking & Practical Reasoning, Numeracy Skills, Grammar, Semantics, Survey of English Language, Phonetics & Phonology

SKILLS

People/Team Skills: Good Communicator, Team Player, Takes Ownership, Proactive, Good Time Management

Programming Languages/Tools: Tableau, Power BI, Python, Microsoft Excel

Data Management: MS SQL Server, SQL, ETL, Data Modeling

Machine Learning and Algorithms: Exploratory data analysis, Hypothesis Testing, Predictive analysis, Regression analysis
PROJECTS

Cost Per Hire Calculator (python)

- Utilized knowledge in HR and python to create the Cost Per Hire Calculator
- Calculator considers possible expenses incurred during the hiring process
- Calculator indicates if hiring was within or exceeds budget depending on inputs

Indian Startup Analysis for 2018,2019, 2020 and 2021 (python, power bi)

- The Cross Industry Standard Process for Data Mining (CRISP-DM) model was used to analyze the data
- Data Analysis was done using python programming in Jupyter Notebook on VScode where all data cleaning, data preparation and data analysis.

PROFESSIONAL EXPERIENCE

The Receiver's Office – PwC Ghana (*HR Generalist*) – Accra, Ghana

March 2021 - Present

- Making sure retained staff and representatives by the Receiver refund and retrieve funds for former customers of the dissolved financial institutions
- Supervising work of over 500 Receiver's rep stationed across the defunct financial institutions
- Organizing periodic meetings for retained staff and representatives by the Receiver refund for updates of wellbeing and payment of debts from clients of the dissolved financial institutions
- Prepare payroll for approval every month
- Design and maintain data management platforms on spreadsheets to track overall headcount, attendance, off day requests, in and out office supply requests for over 1,000 associates on the project.

Air Peace Limited (*Passenger Service Executive*) – Accra, Ghana

February 2017 – March 2021

Leo Dynasty Group of Companies (*Graduate Intern*) – Accra, Ghana

September 2016 – November 2016

- Assisted in HR policy review
- Designed job advertisement to attract top talents
- Assisted in organizing and observed interview proceedings
- Received and channeled complains and grievances to the right quarters

Aero Contractors Company of Nigeria (*Ticketing & Reservation Agent*) – Accra, Ghana

September 2013 – August 2016

Aero Contractors Company of Nigeria (*Intern*) – Accra, Ghana

June 2013 – August 2013

REFEREES

Upon Request