

CURRICULUM VITEA

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PROFILE

A competent and organized individual who can manage several priorities at all times. Have a positive attitude, strong work ethics, and a keen desire to learn and grow within a firm. Possesses superb communications skills and always treats people with respect and according to their individual needs.

CAREER HISTORY

Bear Holding Group Inc. – Office Manager

April 2018- Jan 2019

- Human Resources and Administration.
- Conduct training for staffs on marketing, administration and customer service.
- Resolving typical and common hiring problems.
- Prepare payroll at the end of every month.
- Negotiating with candidates, employers and related third parties.
- Developing procedures, policies & standards for recruitment.
- Tactfully resolving disputes between different parties.
- Handling all confidential information in a professional manner.

Democracy Sierra Leone – Western Area Supervisor

Aug 2017- March 2018

- Responsible to organize the activities of the organization.
- Responsible to coordinate with the leadership of the disable persons within Western Area.
- Responsible to work directly with the disables within Western Areas.

Kissi Sustainable Development Organization – Founder

June 2016- Present

- Responsible for the day-to-day running of the organization.
- Responsible for the appointment of members in to the executive positions within the organization.
- Responsible for the daily updates within the organization.

Makona River Organization (MRO)

Secretary General (Western Area Branch)

Jan 2012 – Dec 2016

- Responsible for writing minutes during official meetings.
- Responsible for signing and receiving of all outgoing and incoming mails from partners or individuals.
- Responsible for coordinating all radio and television discussion programs to achieve the aims and objectives of the organization.
- Responsible for collecting all yearly reports from all the branches which were to be submitted to the Chair person at the yearly Executive meetings in Freetown

Romans International Academy – Class Teacher

Oct 2011 – Dec 2012

- Ensured that the pupils do their course work all times
- Record daily pupil's attendance
- Prepare report cards at the end of the academic year

Culture Radio – Presenter

Sept 2010- May 2017

- Responsible to invite guest for the program.
- Responsible to bring in investors to fund the program.
- Responsible for presenting Kissi radio program.

PROFESSIONAL

- Working in fast paced.
- Ability to organize & priorities workload within any setting.
- Knowledge of monitoring progress in employee's career.
- Completing all tasks in a timely, organized and professional manner.
- Ability to communicate effectively in English, both orally and in writing.

- Maintaining all Management paper work to ensure compliance with relevant legislation.
- Able to work on multiple projects simultaneously.

PERSONAL

- Able to work closely with other professionals as part of a team.
- Strong influencing and communication skills.
- Ability to pick up new skills and knowledge quickly.
- Can function in a fast-paced environment.
- Positive 'can do' attitude towards work.

ACADEMIC QUALIFICATION

- **Professional Global University - Sierra Leone (Continue Student)** **2017-2019**
Masters in Public Administration
- **Fourah Bay College, University of Sierra Leone** **2012-2016**
B.A Degree in History/Political Science
- **Romans International Academy** **2009-2012**
West African Senior Secondary School Examination

REFEREE

Rev. Dr. Morris Durman

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