

Moifelay Moussa Sheriff

Buduburam - Gomoa East District CG 0445 2594 | +233 26 426 2543 | sheriffmoifelay7@gmail.com

Professional Summary

Hardworking and results-driven sales supervisor with 9 years of experience in retail and wholesale environments. Proven track record in managing teams and optimizing store operations, leading to enhanced customer satisfaction and increased sales. Skilled in inventory management, customer service, and sales strategies, with a strong foundation in communication and negotiation. Committed to driving sales growth and improving operational efficiency in dynamic settings.

Willing to relocate: Anywhere

Work Experience

Supervisor/Manager

ADJOSEC INVESTMENT LIMITED | Buduburam Camp, Gomoa East District - Ghana

April 2025 to Present

- Wholesale Department - Warehouse stocking
- Supermarket Retailing
- Beer Crates Handling
- Beverages (Alcoholic & Non-alcoholic)
- Wines (Alcoholic & Non-alcoholic)

Sales Representative

ADJOSEC INVESTMENT LIMITED | Buduburam Camp, Gomoa East District - Ghana

August 2021 to April 2025

- Wholesale Department - Warehouse stocking
- Supermarket Retailing
- Beer Crates Handling
- Beverages (Alcoholic & Non-alcoholic)
- Wines (Alcoholic & Non-alcoholic)

Shop Attendant

Maya Cosmetics Shop | Buduburam Camp, Gomoa East District - Ghana

September 2020 to July 2021

- Inside Sales
- Customer Service Representative
- Stock Management (Recording)

Communication Director

Movement Against Social Ills (M.A.S.I) | Voinjama City, Lofa County - Liberia

August 2018 to August 2020

- Advocating for women and children's rights
- Enhancing flow of information between members and stakeholders (leadership)

Assisting Manager

Gateway Computer Center | Voinjama City, Lofa County - Liberia

October 2019 to June 2020

- Typist
- Computer Instructions (Teaching)
- Documents Preparatory Clerk
- Assisting in Business Operation

Education

Computer Programing (College certificate)

Code Waves I.T Training Center | Kasoa, Gomoa East District - Ghana

April 2025 to Present

- Graphic Designing
- Web Developpement
- Backend Coding using (HTML, JavaScript, C++, Python & Java)

Desktop Publishing (Diploma)

Gateway Computer Center | Voinjama City, Lofa County - Liberia

January 2017 to September 2020

- Microsoft Suite (Word, Excel, PowerPoint, & Publisher)
- Basis Typing
- Computer Software Installation
- Mailing
- Digital Music & Video Transmission

High School Diploma

Voinjama Multilateral High School | Voinjama City, Lofa County - Liberia

September 2012 to August 2019

Basis Elementary (Primary)

Answaru English and Arabic Public School | Voinjama City, Lofa County - Liberia

January 2006 to December 2012

Skills

Computer skills Proficient in Microsoft Office (Word, Excel, PowerPoint, etcetera.) Store management Time management Management Customer service Cashiering Cash handling Analysis skills Workday English Organizational skills Team management Leadership Retail management Communication skills Negotiation Rebooting Operating Systems (OS) of Computers, replacing OS and etcetera Retail sales Microsoft Office Sales management Supervising experience Sales

Links

<https://sheriffmoifelay.github.io/my-portfolio/>