



HESHBON
COMPANY LIMITED

HESHBON COMPANY PROFILE

THE FULL PROFILE AND INVESTORS GUIDE



www.heshboncompanyltd.com





HISTORY

HESHBON COMPANY LIMITED is a limited liability Company International Partnerships and Associates Globally incorporated on the 30th October, 2008. The company was established with an aim of serving and providing specialized services in Automobile Sales, Spare Parts, Mechanical Work Shop, Valeting Services ,General Transport Services, Vehicle Rentals, Oil and Gas, Building and Construction , Real Estate , Farming , Staff Recruitment , Travel and Tour and Hospitality Services and General Merchant. Our mode of operations enables us to consistently deliver the most cost effective, complete and innovative solutions. The company is duly registered under the laws of Ghana with the Registrar General's Department with registration Number CS143862020 and Tin number C0049447041 and other Relevant State Institutions like: Ghana Revenue Authority, Social Security and National Insurance Trust, Ministry of Roads and Highways, Public Procurement Authority, Ministry of Works and Housing and others likes.

OBJECTIVES

We operate in several business sectors and areas in General printing, Graph design, branding, Automobiles and Spare parts, General Transport Services, Haulage, Car Rentals, Fitting Shop Operations, Oil and Gas, Building and Construction, Farming, hospitality services and General Merchant as stated accordingly in our history above.

VISION

To become a pace setter, a dedicated leading team in all our sector / area of operations by striving and working assiduously, efficiently and working in an ethical and balances manner to earn the privilege and assisting our clients in realizing their dreams to ensure our immense contribution to socioeconomic development in our community.

MISSION

We seek to satisfy clients across sectors of the economy in Automobile Sales, Spare Parts, Mechanical Work Shop, Valeting Services, General Transport Services, Vehicle Rentals, Oil and Gas, Building and Construction, Real Estate, Farming, Staff Recruitment, Travel and Tour and Hospitality Services and General Merchant to ensure and enhance our unique contributions to socio-economic development. Our quest to ensure absolute customer satisfaction, timely delivery compelled with efficient and qualified staff has made our performance unparalleled as compared to other players within our field of operations. We have a good business location and a solid operational capacity that enable us to meet all demands by our target group/client.

VALUES

Faith: We understand that our abilities have an element of a divine source called the Almighty God who has chosen to bless us and that we are humble and grateful. We also believe that our continues strive to work with INTEGRITY, HONESTY, TIMELESS AND FAITHFULNESS has also been very impactful.

We are a local firm with international Partners and Branches whose day-to-day business operation, growth and long-term competitiveness and viability are based on the principles of Professional and Ethical Integrity, Environmental and Social Responsiveness, Respect and Dignity.

This Code of Conduct outlines how we put these values into practice in the conduct of our business, and demonstrates our commitment and expectations towards our employees, stakeholders and the community at large. The Code of Conduct sets out the guiding principles for day-to-day decision making and behavior while serving as a reference point for employees in case of ethical dilemmas that shall be experienced during the execution of the construction activities. The code of conduct shall ultimately provide guidance in handling complexities by providing standards and values to follow as well as protect the reputation of the company and individual staff.

The Code of Conduct in accordance with relevant international and/or national Labor Laws, employment policies and procedures applies equally to all employees and any breach of the code of conduct may result in appropriate disciplinary action (including and up to termination of employment in some instances) and/or criminal prosecution.

This Code has been developed based-on international and national best practices and standards, is subject to relevant international and national legal framework wherever the employee is employed and shall be read in a manner that is compliant with the applicable law.

— SALES STRATEGY

We do not wait for customers but often visit customers and targeted group/clients for businesses. We mostly do door to door advertisement, through sharing of brochures etc. To ensure progressive sales expansion, we mostly provide delivery services beyond the territories of where we have our branches which together with our unique corporate strategy, always gives us a step ahead of our competitors. Heshbon Co. Ltd believe that, in a modern complex world full of uncertainties, competition, political influences, recessions, business challenges rampantly and periodically, it is imperative for firms to strive hard for growth, stability and longevity, in this sense our unique product pricing, code of conduct, ethics, business premises, delivery mode, unique corporate strategy, general form, mode, style, type, means of modus operandi has all these years since establishment has given us a satisfactory recognize position in all our active business objectives sectors and continues growth, stability, longevity, sustenance and competitive abilities.

— TARGET CUSTOMERS

- Majority of Government Ministries, Departments, Agencies - Global
- Majority of Government Metropolitan, Municipal and District Assemblies – Global
- Various Cooperate and Small, Medium Scale Enterprises- Global and various Global citizens in all Global Jurisdictions

— SUPPLIERS

Various Public and Private Cooperate Institutions in Ghana, Africa and the Globe.

— ECONOMIC INTENT

We are a profit making firm established to contribute her quota to the national development through employment (skilled and unskilled labour), paying of taxes, provision of scholarships and financial assistance to the sick and needy citizens of this country.

— GENERAL RESPONSIBILITIES OF A BOARD MEMBERS

The board supports the work of the company and provides mission-based leadership and strategic governance. A board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. These fundamental legal duties include: **Duty of care:** The responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgement while doing so.

Duty of loyalty: The responsibility to put the interests of the organization before personal and professional interests when acting on behalf of the organization.

Duty of obedience: The responsibility of ensuring that the organization complies with applicable federal, state, and local laws and adheres to its mission.

Beyond these three legal duties, board members also play a significant role providing guidance by contributing to the organization's strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates and also ensuring the following:

- Effectively articulate the mission, purpose, strategic direction, goals, and programs of the organization. Participate in the periodic review and revision, when appropriate, of the organization's company.
- Mission, purpose, strategic directions, and goals. Participate actively in assessing the company's performance against its goals and objectives.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.
- Attend and actively participate in all board meetings.
- Serve on committees, task forces, and/or volunteer for special assignments when the opportunity arises.
- As a member of a committee, attend and actively participate in all committee meetings.
- Review the agenda and read supporting materials prior to board and committee meetings.
- Act as an ambassador for the company, helping to establish or strengthen relationships with various constituencies with which he or she may have special connections, and occasionally representing the association by making presentations or conducting other forms of outreach.
- Adhere to conflict of interest and code of ethics policies.
- Participate in the hiring and periodic evaluation of the company's chief executive officer.
- Support and advise the chief executive as appropriate.

—— SIMPLIFIED ORGANIZATIONAL ORGANOGRAM

BOARD CHAIRMAN

CHIEF EXECUTIVE OFFICER

EXECUTIVE DIRECTORS

BOARD MEMBERS

KEY MANAGEMENT STAFFS

ADMINISTRATIVE STAFFS / SECTIONAL MANAGERS

SUPERVISORS

SALES PERSONNELS ,DRIVERS, LABOURERS, HEAD PORTERS, CLEANERS, VALETTERS, SECURITIES



NAME:	REV. JAMES YAMOA
POSITION:	BOARD MEMBER
SHARES(%):	0%
DATE OF BIRTH:	3RD SEPTEMBER, 1963
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	THREE(3)

TRAVELING EXPERIENCE

USA, UK, Holland, Spain, Germany, Italy, Turkey, Brazil, China, Australia
Egypt, Togo, Mali, Ivory Coast, Nigeria

ACADEMIC QUALIFICATION

B.Sc Biological Science, B. A Religious Studies, M.A Religion (OT), PhD Theology
(South Africa)

PROFESSIONAL QUALIFICATION

Diploma in Transport and Logistics Management, Certificate in MS Office Suit.

WORKING EXPERIENCE

Jan. 1990-Dec. 1992 - Educationist, Wenchi Senior High School
Dec. 1991-Dec. 1992 - Educationist, Konongo Senior High School
Jan. 1992-Dec. 1998 - Educationist, Kumasi Senior High School
Jan 1999-Dec. 2001 - Transport & Logistics Manager, K. B Asante Construction
January 2002 to date - Vice President, Ghana Christian University
January 2009 to date - Board Member -Part time, Heshbon Company Ltd

DUTIES OF THE CHIEF EXECUTIVE OFFICER / BOARD CHAIRMAN

- The Board Chairman act as the company's leading representative which involve the presentation of the company's aims and policies to the outside world.
- He takes the chair at general meetings and board meetings. With regard to the order of the agenda; ensuring that the board receives accurate, timely and clear information; keeping track of the contribution of individual directors and ensuring that they are all involved in discussions and decision. Making. At all meetings the chairman direct discussions towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed.
- Act as an ambassador for the company, helping to establish or strengthen relationships with various constituencies with which he or she may have special connections, and occasionally representing: the association by making presentations or conducting other forms of outreach.
- He ensures effective communication with shareholders and where appropriate, the stakeholders.



NAME:	RICHARD KWAME ANTWI BOASIAKO
POSITION:	C.E.O/2ND BOARD CHAIRMAN
SHARES(%):	100%
DATE OF BIRTH:	23RD NOVEMBER, 1982
MARITAL STATUS:	DIVORCED
NUMBER OF CHILDREN:	ONE(1)

TRAVELING EXPERIENCE

United Kingdom, Spain, Holland, Turkey, South Korea, South Africa, Nigeria, Togo, Ivory Coast. Morocco, Zimbabwe, Kenya, Dubai, Algeria, Mali, Egypt, Switzerland, Italy

ACADEMIC QUALIFICATION

Masters in Governance & Leadership (GIMPA),

Post Graduate Certificate in Public Administration (GIMPA),

BA Business Studies University of Chester (UK).

PROFESSIONAL QUALIFICATION

HND in Purchasing and Supply, (Kumasi Technical University)

Certificate in Logistics Management (University of Ghana , Legon)

WORKING EXPERIENCE

Jan. 2005 to Dec. 2006 - Stores/Purchasing Assistant, GIMPA, Accra-Ghana

Jan. 2007 to Dec. 2007 - Stores/Purchasing Asst., Ghana Highway Authority (Central Mech. Stores)

Jan, 2008 to May 2010 - Head of Stores & Procurement Unit, Ministry of the Interior

May 2010 to May 2011 - Head of Stores and Procurement Unit, Ministry of Defence, Accra-Ghana

Jan. 2018 September 2022 - Assistant Director of Local Government Service (Effutu Municipal Assembly), Winneba

June, 2018 till date - General Overseer, Yaweh Prayer Palace Int'l – Accra, Ghana

October 2008 to Date - C.E.O/Board Chairman of Heshbon Company Ltd., Accra-Ghana

— DUTIES OF THE CHIEF EXECUTIVE OFFICER / BOARD CHAIRMAN

- The Board Chairman act as the company's leading representative which involve the presentation of the company's aims and policies to the outside world.
- He takes the chair at general meetings and board meetings. With regard to the order of the agenda; ensuring that the board receives accurate, timely and clear information; keeping track of the contribution of individual directors and ensuring that they are all involved in discussions and decision. making. At all meetings the chairman direct discussions towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed.
- He takes a leading role in determining the composition and structure of the board. This involves regular reviews of the overall size of the board, the balance between executive and non-executive directors and the balance of age, experience and personality of the directors.
- He ensures effective communication with shareholders and where appropriate, the stakeholders.

— ON THE OTHER HAND, A 2ND BOARD CHAIRMAN DOUBLING AS THE C.E.O HAS THE BELOW DUTIES AS LIKE THE 1ST BOARD CHAIRMAN:

- The C.E.O Communicate on behalf of the company, with government entities, and the public shareholders.
- He Leads the development of the company's short-and long-term strategy.
- He Creates and implement the company or organization's vision and mission.
- He Evaluates the work of other executive leaders within the company, including directors, vice presidents, and presidents.
- He Maintains awareness of the competitive market landscape, expansion opportunities, industry developments, etc.
- He Ensures that the company maintains high social responsibility wherever it does business.
- He Assess risks to the company and ensuring they are monitored and minimized.
- He Set strategic goals and making sure they are measurable and describable.



NAME:	YAA YEBOAH BESSE
POSITION:	1ST EXECUTIVE DIRECTOR/BOARD MEMBER
SHARES(%):	0%
DATE OF BIRTH:	3RD AUGUST, 1962
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	ONE(1)

— TRAVELING EXPERIENCE

U.K , USA , South Africa, Nigeria, Togo, Guinea.

Germany, Zimbabwe, Kenya, Dubai, Russia, Mali, Isreal, Switzerland, Australia

— PROFESSIONAL QUALIFICATION

C & G Stroke 1& 2, H.N.D Hospitality Management, Certificate in Ms Office Suit

— WORKING EXPERIENCE

Jan. 1981-Dec. 1984 - Matron - Drobo Senior High School

Jan. 1985-Nov. 19 - Matron - Acherensua Senior High School

Jan. 1991 - Jan. 1993 - Catering Officer-Subinsu Agric Project Wenchi B/A

March 1996-Dec. 2004 - Matron - National Youth Council, Asankare-Ashanti Reg.

Jan. 2005 To Nov. 2005 - Matron-National Youth Council, Afienya-Greater Accra

Jan. 2010 Till Date - Executive Director/Board Member, Heshbon Co. Ltd, Accra-Ghana.

— EXECUTIVE DIRECTOR'S DUTIES

- The Executive Director is responsible for establishing the Organization's Mission and Purpose.
- Executive Director Select, Support and Review.
- She is responsible for Organizational Planning.
- She Monitor and Manage Financial Resources.
- She Assess and Develop Skills.
- She Serve on Committees.
- Executive Director is responsible in recruiting New Board Members.
- She also promotes the Company to all people.



NAME:	EMMANUEL BONEUDIE
POSITION:	MANAGING PARTNER/BOARD MEMBER
SHARES(%):	0%
DATE OF BIRTH:	6TH AUGUST, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	THREE(3)

—— **TRAVELING EXPERIENCE**

USA, South Africa, Morocco, Togo, Ivory Coast, Japan, Turkey, Brazil, Switzerland, Thailand
Dubai.

—— **ACADEMIC QUALIFICATION**

Lecturer at Ghana Institute of Management and Public Administration (GIMPA)

—— **WORKING EXPERIENCE**

Jan. 2010 – Till Date

Managing Partner / Board Member

Heshbon Co. Ltd, Accra – Ghana

Jan. 2006 – Dec. 2009

Administrative & Operations Manager

Private Organization, Accra – Ghana

Jan. 2003 – Dec. 2005

Business Development Officer

Private Enterprise, Accra – Ghana

DUTIES & RESPONSIBILITIES OF THE MANAGING PARTNER

- Supports and implements the organization's mission, vision, and strategic objectives.
- Participates in the selection, support, and performance review of senior management.
- Leads organizational planning, policy formulation, and execution.
- Monitors and manages financial resources and operational budgets.
- Develops staff capacity and leadership skills.
- Serves on Board and management committees.
- Participates in the recruitment and onboarding of new Board Members.
- Promotes the company to stakeholders, partners, and the general public.



NAME:	ALFRED NIL ADJINN MERAH (ESQ)
POSITION:	BOARD MEMBER/COOPERATE LAWYER
SHARES(%):	0%
DATE OF BIRTH:	29TH JULY, 1977
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	THREE(3)

TRAVELING EXPERIENCE

USA, Saudi Arabia, India, China, Singapore, Malaysia, Dubai, Romania, Brazil, Jamaica, South Africa, Nigeria, Togo, Ivory Coast, Ethiopia, Kenya, Zimbabwe, Egypt.

ACADEMIC QUALIFICATION

B.A English and Theatre Art, LLB, PLC at Ghana Law School.

PROFESSIONAL QUALIFICATION

Certificate in MS Office Suit
Managing Partner, Lartey Badombie & Co

WORKING EXPERIENCE

Jan. 2008-Dec. 2010 - Lawyer/Managing Partner - Koi Larbi & Co. Accra
Jan. 2011-Dec. 2015 - Lawyer/Managing Partner - Fosu Gyeabour & Co. Accra
Dec. 2015-Dec. 2018 - Lawyer/Managing Partner Herssey & Hessi, Accra
January 2015 to date - C.E.O Sole Property Consult - Assylom down, Accra
January 2019 to date - Lawyer/Managing Partner, Lartey Badombie & Co
Dec. 2008 till date - Board Member/Attorney, Part time-Heshbon & Co. Ltd., Accra.

CORPORATE LAWYER DUTIES

- The Corporate Lawyer Prepares the appropriate legal documents for trial or court proceedings.
- He evaluates new business partnerships with vendors and subcontractors.
- He represents the company in legal proceedings.
- He Designs and oversee the company's policy and position on legal matters.
- He Protects the company against legal risks and violations.
- He Examines the legal issues related to new products and services.
- He Negotiates deals on behalf of the company.
- He Guides management on regulatory and compliance issues to ensure compliance with legal regulations.
- He provides much needed legal assistance while dealing with some particular legal tasks, litigations, contracts, dispute resolution and guide the client on taking an appropriate decision.



NAME:	RUBEN ANDO
POSITION:	BOARD MEMBER/HEAD OF SECURITY
SHARES(%):	0%
DATE OF BIRTH:	10TH JUNE, 1987
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	TWO(2)

TRAVELING EXPERIENCE

U.K, USA South Africa, Nigeria, Ivory Coast, Lebanon, Congo, Liberia, Cyprus, Togo
China, Holland, Turkey

ACADEMIC QUALIFICATION

B.A Political Science

PROFESSIONAL QUALIFICATION

Detective Police Training Course-Search & Seizure, Communication Course with
USA North Dakota Military Police Corps, Security Investigation, Military Police
Course in Investigation, Criminal Law, Physical Security & Cyber Security,
Certificate in MS Office Suit

WORKING EXPERIENCE

Jan. 2005-Dec. 2006 Transport Officer, K. B Asante Construction, Accra
Jan 2007 to date Detective Sergeant, Ghana Military Police
January 2010 to date Board Member/Head of Security & Monitoring Part time Heshbon Co. Ltd.

— HEAD OF SECURITY & MONITORING'S DUTIES

- The Head of Security/Monitoring reports on contraventions or likely contraventions of any enactment or rule of law and reports on any maladministration or injustice where the Ombudsman has carried out an investigation.
- He establishes and maintains registers of Members' interests and gifts and hospitality.
- He maintains, reviews and monitors the Company Constitutions.
- He advises members on the interpretation of the Code of Conduct.
- He Supports the Accounts and Governance Committee of the company.
- He Conducts/delegates the conduct of investigations into misconduct.
- He advises on executive decisions within the budgetary and policy framework.
- Receives reports and taking action under our Confidential Reporting Code.
- He Act as an Officer for access to information - the Monitoring Officer ensures that Executive decisions, together with the reasons for those decisions, and relevant reports and background papers, are made publicly available as soon as possible.
- He makes arrangement for relevant matters to be considered by the Accounts and Governance Committee with regard to an initial assessment, any review, and the consideration of final investigation reports and hearings, and to advise the Accounts and Governance Committee on such matters.
- He advises on various issues, maladministration, impropriety and probity issues to all Members.



NAME:	JOHN TETTEH
POSITION:	GENERAL MANAGER/FINANCE & ADMINISTRATION
DATE OF BIRTH:	3RD JUNE, 1976
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	FIVE(5)

TRAVELING EXPERIENCE

U.S.A, UK, South Africa, Nigeria, Ivory Coast, Togo, Korea, France, Spain, India, Netherlands.

ACADEMIC QUALIFICATION

Bachelor of Commerce, Diploma in Transport & Logistics Management

WORKING EXPERIENCE

Jan. 2011-Dec. 2018 - Country Manager - FIC Business & Fin. Service, Accra

Jan. 2016-Dec. 2019 - Transport Manager - Wafa Global Ltd., Accra

January 2020 to date - General Manager - Heshbon Co. Ltd., Accra

GENERAL MANAGER'S DUTIES

- The General Manager Oversees daily business operations.
- He develops and implement growth strategies.
- He trains low-level managers and staff.
- He creates and manage budgets.
- He improves revenue.
- He hires employees.
- He evaluates performance and productivity.
- He analyzes accounting and financial data.
- He also Generate reports and giving presentations.



NAME:	GIDEON AFFUL
POSITION:	OPERATIONS MANAGER
DATE OF BIRTH:	1ST NOVEMBER, 1996
MARITAL STATUS:	SINGLE
NUMBER OF CHILDREN:	NONE(0)

—— **TRAVELING EXPERIENCE**

USA , UK , Dubai , China, South Africa, Nigeria, Ivory Coast, Togo
Spain, Isreal, Argentina, Morroco, Japan, Benin, Turkey, France.

—— **ACADEMIC QUALIFICATION**

B.Sc Business Administration, Diploma in Transport & Logistics Management.

—— **PROFESSIONAL QUALIFICATION**

Certificate in MS Office Suit,

—— **WORKING EXPERIENCE**

Jan. 2008-Dec. 2016 -Head Teacher, Blessing Christian School, Cape C
Jan. 2017-Dec. 2018 - Operation Manager, Wafa Global Gh. Ltd., Accra
Jan. 2018-Dec. 2019 -Operation Manager, Eratrack Gh. Ltd. Tema
January 2019 to date -Operation Manager, Heshbon Transport Ltd., Accra

— OPERATION MANAGER'S DUTIES

- The Operation Manager provide inspired leadership for the Company.
- He Makes important policy, planning, and strategy decisions.
- He Develops, implement and review operational policies and procedures.
- He assists HR with recruiting when necessary.
- He Help promote a company culture that encourages top performance and high morale.
- He Oversee budgeting, reporting, planning, and auditing.
- He works with senior stakeholders.
- He ensures all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- He works with the board of directors to determine values and mission, and plan for short and long-term goals.
- He Identify and address problems and opportunities for the company.
- The Operation Manager builds alliance and partnerships with other organizations.
- He also Support worker communication with the management team.



NAME:	JOSEPH AGYEI NIMO
POSITION:	ACCOUNTS OFFICER
DATE OF BIRTH:	5TH SEPTEMBER, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	ONE(1)

— TRAVELING EXPERIENCE

Finland, Croatia, Mexico, Cape Verde, India, Isreal, U.S.A, Greece, Ireland.

— ACADEMIC QUALIFICATION

B.Sc Accounting, HND Accounting

— WORKING EXPERIENCE

Jan. 2016-Dec. 2018 Accounts Officer, FIC Business Fin. Services-Accra
Jan 2019 till date Financial Controller, Heshbon Co. Ltd. – Accra

— ACCOUNTS OFFICER'S DUTIES

- The Financial Controller prepares financial reports.
- He analyzes financial data.
- He monitors internal controls.
- He Oversees and prepares income statements.
- He participates in budgeting processes.
- He manages financial transactions.
- He also Streams accounting functions and operations.



NAME:	PHILIP ABOAGYE
POSITION:	TRANSPORT & LOGISTICS
DATE OF BIRTH:	4TH SEPTEMBER, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	ONE(1)

TRAVELING EXPERIENCE

USA , Armenia, Saudi Arabia, China, Trinidad and Tobago, Botswana, Spain, Madagascar.

ACADEMIC QUALIFICATION

B.Sc Supply Chain Management

PROFESSIONAL QUALIFICATION

Diploma in Transport & Logistics Mgt., Certificate in MS Office Suit.

WORKING EXPERIENCE

March 2014-March 2016 Transport Manager - WD Global Engineering Co. Ltd, Accra
April 2016-Dec. 2019 Transport Manager - FIC Business & Fin. Service, Accra
Jan. 2020 till date Transport & Logistics Manager - Heshbon Co. Ltd., Accra

TRANSPORT & LOGISTICS DUTIES

- The Transport and Logistic Officer plans routes and load scheduling for multi-drop deliveries.
- He Books in deliveries and liaising with customers.
- He Allocates and records resources and movements on the transport planning system.
- He ensures all partners in the supply chain are working effectively and efficiently to ensure smooth operations.
- He Communicate effectively with clients, responding to their requirements.
- He Books sub-contractors and ensures they deliver within agreed terms.
- He Directs all transportation activities.



NAME:	FRANK ANDERSON
POSITION:	HRM
DATE OF BIRTH:	20TH, APRIL, 1987
MARITAL STATUS:	SINGLE
NUMBER OF CHILDREN:	NONE(0)

TRAVELING EXPERIENCE

France, Portugal, Lithuania, Israel, Panama, Argentina, Romania, Lebanon, Tunisia, Brazil, Togo, Benin

ACADEMIC QUALIFICATION

B.Sc HRM, Certificate in Law

PROFESSIONAL QUALIFICATION

Certificate in MS Office Suit,

WORKING EXPERIENCE

Feb. 2010-Feb 2012 Personal Officer W.D Global Engineering, Accra
Jan. 2017-Dec. 2019 HRM-Morning Linkz Co. Ltd., Accra
Jan 2020 till date HRM-Heshbon Co. Ltd., Accra

HRM DUTIES

- The HRM Recruits and selects.
- He orients.
- He Maintains good working Conditions.
- He Manage Employee Relations.
- He trains and develop.



NAME:	BISMARK TAKYI
POSITION:	AUDIT OFFICER
DATE OF BIRTH:	1ST JANUARY, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	ONE(1)

—— TRAVELING EXPERIENCE

Madagascar, India, Spain, South Africa, Nigeria, Ivory Coast, Togo , Trinidad and Tobego

—— ACADEMIC QUALIFICATION

B.Sc Auditing

—— PROFESSIONAL QUALIFICATION

Certificate in MS Office Suit,

—— WORKING EXPERIENCE

March, 2016-March, 2012 Accounts Officer, Morning Linkz Co. Ltd., Accra
Jan. 2016-Dec.2019 Audit Officer, Morning Linkz Co. Ltd., Accra
Jan 2020 till date Audit Officer, Heshbon Co. Ltd., Accra

—— AUDIT OFFICER'S DUTIES

- The Audit Officer provides an Audit Report.
- He Makes Proper Enquiries.
- Compliance with Auditing Standards.
- He Reports Frauds.
- He Provide Assistance in Investigation.



NAME:	ROSE ADWUBI
POSITION:	SALES & MARKETING MANAGER
DATE OF BIRTH:	1ST JANUARY, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	ONE(1)

TRAVELING EXPERIENCE

USA , Canada, Mauritania, Kenya, Madagascar, U.A.E , Korea, Japan.

PROFESSIONAL QUALIFICATION

Certificate in MS Office Suit

WORKING EXPERIENCE

March, 2016-March, 2012 Accounts Officer, Morning Linkz Co. Ltd., Accra
Jan. 2016-Dec.2019 Audit Officer, Morning Linkz Co. Ltd., Accra
Jan 2020 till date Audit Officer, Heshbon Co. Ltd., Accra

SALES AND MARKETING MANAGERS DUTIES

- Plan sales and marketing strategies
- Promotes products and services.
- Supervises sales and marketing staff.
- Finds new customers.
- Maintains customer relationship.
- Monitor sales performance.
- Sets sales targets.



NAME: JOHN ADU
POSITION: PROCUREMENT MANAGER
DATE OF BIRTH: 26TH JANUARY, 1986
MARITAL STATUS: MARRIED
NUMBER OF CHILDREN: ONE(1)

TRAVELING EXPERIENCE

Turkey, Saudi Arabia, India, China, Singapore, Malaysia, Dubai, Romania, Brazil, Jamaica, South Africa, Nigeria, Ivory Coast, Ethiopia, Kenya, Zimbabwe, Egypt, Lebanon, Congo, Liberia, Cyprus, Togo

ACADEMIC QUALIFICATION

Bachelor of Commerce, Diploma in Transport & Logistics Management.

WORKING EXPERIENCE

Jan. 2011-Dec. 2018 - Country Manager - FIC Business & Fin. Service, Accra
Jan. 2016-Dec. 2019 - Transport Manager - Wafa Global Ltd., Accra
January 2020 to date - General Manager - Heshbon Co. Ltd., Accra

PROCUREMENT AND STORE MANGER'S DUTIES

- Buys goods and services at the best prices.
- Ensures Timely Delivery of items.
- Keep Accurate stock records.
- He creates and manage budgets.
- He prevents loss, damages or theft
- Monitor stock Levels and reorder on time.
- Choose and deal with suppliers.
- Issues items only with approvals.
- He also Generate reports and giving presentations.



NAME:	PADDY
POSITION:	I.T MANAGER
DATE OF BIRTH:	1ST JANUARY, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	ONE(1)

—— TRAVELING EXPERIENCE

Wales, Spain, Bulgaria, Sudan, India, China, Burkina Faso, Togo, New Zealand, Ethiopia, Cameroun

—— ACADEMIC QUALIFICATION

B.Sc Computer science

—— PROFESSIONAL QUALIFICATION

Certificate in MS Office Suit

—— WORKING EXPERIENCE

March, 2016-March, 2012 Accounts Officer, Morning Linkz Co. Ltd., Accra
Jan. 2016-Dec.2019 Audit Officer, Morning Linkz Co. Ltd., Accra
Jan 2020 till date Audit Officer, Heshbon Co. Ltd., Accra

—— IT MANAGERS DUTIES

- Manages the organizations IT system.
- Supervise IT staff.
- Maintains Hardware and softwares.
- Troubleshoot IT problems.
- Support staff with technical issues.
- Ensures system Reliability.
- Manages IT budget and Purchases.



NAME:	KWASI APAU POKU
POSITION:	CHIEF PETROLEUM ENGINEER
DATE OF BIRTH:	1ST JANUARY, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	THREE(3)

— TRAVELING EXPERIENCE

South Africa, India, Madagascar, Senegal, Peru, Nigeria, Sweden, Dr. Congo, Holland, Portugal

— ACADEMIC QUALIFICATION

MSc/Engineering in Petroleum

— PROFESSIONAL QUALIFICATION

S.O.P in Drilling

— WORKING EXPERIENCE

Senior Driller - August 2018 to date
Geodrill Ghana Ltd Jan. 2016-Dec.2019 Audit Officer, Morning Linkz Co. Ltd., Accra
Driller - August 2015 Geodrill Ghana Ltd
Jan 2020 till date Audit Officer, Heshbon Co. Ltd., Accra

— OIL ENGINEER OFFICER'S DUTY

- Having the ability to perform both RC and Core drilling saves the client standby charges.
- Maintaining the avoidance, the need to have two types of rigs on site.
- Responsible for providing clients with the advantage of drilling both RC and Core to complete the hole.
- Plan and execute bore modifications and stimulated drilling procedures to maximize production.
- Provides Air-core drilling which is often used in first pass exploration drill programs by exploration mining companies.
- Interpret drilling and surveys information for drilling directives to drillers.



NAME:	JACOB GUYIRI
POSITION:	CHIEF BUILDING & CONSTRUCTION ENGINEER
DATE OF BIRTH:	1ST JANUARY, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	ONE(1)

TRAVELING EXPERIENCE

Madagascar, Ivory Coast, Togo, Qatar, Mexico, Russia, Brazil, Tunisia, Rwanda, Egypt, Ethiopia

ACADEMIC QUALIFICATION

BSc in Civil Engineering

PROFESSIONAL QUALIFICATION

NVTI Proficiency

WORKING EXPERIENCE

March, 2016-March, 2012 Accounts Officer, Morning Linkz Co. Ltd., Accra
Jan. 2016-Dec.2019 Audit Officer, Morning Linkz Co. Ltd., Accra
Jan 2020 till date Audit Officer, Heshbon Co. Ltd., Accra

CHIEF BUILDING AND CONSTRUCTION ENGINEER DUTIES

- The Audit Officer provides an Audit Report.
- Plans and supervises construction Projects,
- Design and Approves building plans
- Ensures projects meet safety standards.
- Approves construction material and methods.
- Ensures compliance with building codes.



NAME:	IBRAHIM TAYIBU MOHAMED
POSITION:	CHIEF MECHANIC
DATE OF BIRTH:	1ST JANUARY, 1983
MARITAL STATUS:	MARRIED
NUMBER OF CHILDREN:	ONE(1)

TRAVELING EXPERIENCE

Australia, South Africa, India, Madagascar, Ivory Coast, Togo, Dubai, Turkey

ACADEMIC QUALIFICATION

BSc in Civil Engineering

PROFESSIONAL QUALIFICATION

Project Management Certificate
Site Supervision Certificate
NVTI National trade Certificate

WORKING EXPERIENCE

March, 2016-March, 2012 Accounts Officer, Morning Linkz Co. Ltd., Accra
Jan. 2016-Dec.2019 Audit Officer, Morning Linkz Co. Ltd., Accra
Jan 2020 till date Audit Officer, Heshbon Co. Ltd., Accra

CHIEF MECHANIC OFFICER DUTIES

- Trains and guide Junior Mechanics.
- Report Mechanical issues to management,
- Supervise and lead mechanics and technicians.
- Inspects completed work quality.
- Plan and oversee maintenance schedules.
- Manage tools and spare parts and workshop.

**OTHER VITAL ADMINISTRATIVE STAFF OF HESHBON COMPANY LIMITED –
HEAD QUARTERS**

NAME	POSITION	UNIT / DEPT	QUALIFICATION
Sulemana Omaria	Administrative Officer	Administration	Diploma Business Studies
Elizabeth Osei	Secretary	Administration	Certificate in Secretariat
Abigail Somuah	Front desk/Secretary	Administration	Cart in Secretary
Jonas Paa Nii Lamptey	Chief Driver	Administration	SHS
Kwadwo Agyeman	Security Officer	Administration	SHS



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COMPANY LIMITED

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FOR ENQUIRIES CONTACT US



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+233 541306143

info.enquiries.hcl@gmail.com
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www.heshboncompanyltd.com



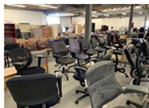


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WWW.HESHBONCOMPANYLTD.COM





HESHBON
COMPANY LIMITED

))) **Business Fields**



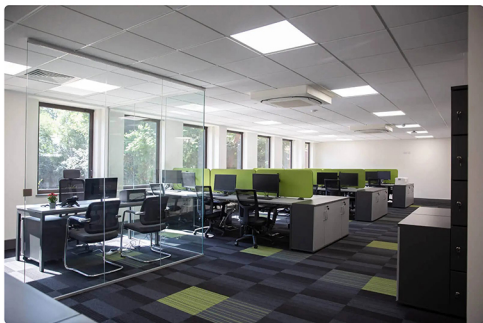




HESHBON
COMPANY LIMITED

))) **Business Fields**









HESHBON
COMPANY LIMITED

))) **our Office**





