

# JOSEPH FEEHI LEETEYE

(Underground Electrical Forman)

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**Address** Accra, Ghana

## CAREER OBJECTIVE

Dynamic and highly skilled Electrical Specialist with over a decade of expertise in the mining industry, adept at electrical high voltage installations, distributions and terminations ensuring safety compliance. Proficient in integrating electrical power requirements, upgrades, and specifications for both underground and surface mining operations. Committed to utilizing innovative training methods to optimize employee performance, boost morale, and align with organizational objectives. Seeking to leverage strong leadership, communication, and problem-solving skills to drive continuous improvement and make a significant impact on your organization's power delivery initiatives.

## SKILLS

- Good Communicator
- Company Policy and Safety Compliance
- Strong Leadership
- Adaptability to dynamic training and technological advancements
- Good Interpersonal Relation
- Learning and Development
- Innovative Training Approaches
- Employee Performance Reviews
- Adult Learning Theories
- Good Time Management

## EXPERIENCE

### UNDERGROUND LEARNING AND DEVELOPMENT SPECIALIST – Asante Gold Mines Limited

January 2019 - Present

- Created materials such as handouts, job aids, manuals, presentations, videos, and web-based tutorials for use in trainings.
- Evaluated current processes against industry standards ensuring that they are up-to-date and compliant with regulations.
- Conducted assessments to identify learning needs, designed curricula accordingly, and evaluated effectiveness of trainings.
- Analyzed feedback from surveys to improve existing training processes and ensure optimal user experience.
- Facilitated onboarding sessions for new employees and provided support throughout the transition period.
- Designed competency frameworks tailored to specific roles within the organization that could be tracked over time.
- Assisted in the development of performance management systems which included objective setting process and annual appraisal reviews.
- Maintained records of all training activities including attendance logs, course evaluations, and test results.

## **ELECTRICAL ACTING SUPERVISOR – Kinross Gold Limited**

*March 2014 - January 2019*

- Ensure relevant safety, mining and other statutory codes and regulations remain in full compliance at the workplace
- Plan and organize maintenance jobs safely and within a budget in terms of cost cutting
- Execute the planned jobs according to priorities and the availability of equipment and in accordance with the Company's Management Practices.
- Diagnose and replace faulty electrical and electronic systems, units and components of machines and equipment.
- Install and repair electrical systems, apparatus, and electrical and electronic components of mining machinery and equipment.
- Plan new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local codes.
- Efficiently perform preventive, breakdown, project, refurbishment repairs and assign electrical maintenance staff according to work requirements and priorities.
- Train team members in all areas of major responsibilities to promote succession planning.
- Perform periodical and scheduled inspection programs to maintain underground assets and infrastructure according to established mine maintenance and engineering standards.
- Efficiently perform preventive, breakdown, project, refurbishment repairs and assign maintenance staff according to work requirements and priorities.
- Coordinate with the planning section to set / review required maintenance / repair plans, maintenance schedules and strategies.
- Provide leadership and coordination in the planning, implementation, and improvement of the Maintenance Management Processes.
- Assist in training new employees by providing instruction on procedures; familiarize new employees with operations and review work assignments to orient employee and optimize performance.
- Ensure that Contractors are performing according to contractual obligations with the Company.
- Open, review and close Work Orders, prepare Purchase Requisitions and estimates as required.
- Work with other maintenance software tools as required.

## **UNDERGROUND ELECTRICAL/ TELECOMMUNICATION TECHNICIAN –African Underground Mining Services**

*March 2011 - March 2014*

- Led a team of electrical technicians and supervised electrical operations in underground mining projects.
- Coordinated with contractors and vendors to ensure the availability of electrical equipment and materials for installation and maintenance.
- Implemented safety protocols and conducted safety meetings to promote awareness and compliance with safety standards.
- Performed regular inspections of electrical systems to identify potential hazards and address any issues promptly.
- Assisted in the development and implementation of electrical infrastructure plans for new underground mines.
- Conduct regular site inspections to assess the feasibility and compliance of electrical scope assumptions.
- Provided guidance and mentorship to newly hired trainers on curriculum development techniques
- Experience in using Power tools, Electronic or hand Tools and other Electrical tools like multi meter, volt meters, ammeters and testers,
- Working at height and elevated platforms for installation of low, medium and high voltage cables
- Installations of leaky feeders for underground radio systems and troubleshooting
- Automated underground equipment and remote loader both line of site and tele remote bogging
- High voltage supply installation and distribution for vent fans, pumps and electrical drill rigs

## EDUCATION

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### POST GRADUATE DIPLOMA IN MINING ENGINEERING

— **University of Mines and Technology**

Tarkwa, Ghana, *Expected graduation 2024*

### MASTER OF ENGINEERING IN INDUSTRIAL OPERATION

— **Kwame Nkrumah University of Science and Technology**

Kumasi, Ghana, *Nov 2022*

### DEGREE IN COMPUTER ENGINEERING

— **Kwame Nkrumah University of science and Technology**

Kumasi, Ghana, *Nov 2019*

### HIGHER NATIONAL DIPLOMA IN ELECTRICAL/ ELECTRONIC ENGINEERING

— **Kumasi Technical University**

Kumasi, Ghana, *Jun 2009*

## CERTIFICATIONS

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- Training Officer Certificate
- Electrical Engineering Power I and II Certification
- First Aid Certificate
- Underground Telecommunication
- Train the trainer Certificate
- Refuge Chamber Maintenance Certification
- Blasting and Explosives Handling Certificate
- Human Resources Management and Policy Certificate
- Underground Refuge Chamber Maintenance Technician
- Mine Rescue Certificate
- High Voltage Cable Slicing, Jointing and Termination

## LANGUAGES

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- **English**  
Fluent
- **Ghanaian Language II**  
Twi
- **Ghanaian Language**  
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## ATTRIBUTES

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Willing to train

Valid driver's License

Willing to avail myself for Drug and Alcohol test

## REFERENCES

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References available upon request