

# SOLOMON ADU-TWUM

## AMANSIAH

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- <https://bit.ly/4hMKfaq>
- [Bold Profile](#)

### SUMMARY

Detail-oriented and tech-savvy virtual Assistant with strong expertise in data analysis, administrative support, and digital tools. Proven ability to manage schedules, coordinate communication, and streamline operations using productivity platforms such as Microsoft Office, Google Workspace, and CRM systems. Skilled in collecting, cleaning, and interpreting data to generate actionable insights that support business decisions. Adept at handling confidential information, multitasking across remote environment, and delivering high-quality results under tight deadlines. Committed to enhancing efficiency and driving growth through smart automation and data-driven strategies.

### SKILLS

- Calendar and email management
- Document preparation and formatting
- Online research and reporting
- Task prioritization and time management
- Confidential data handling
- Proficiency in Microsoft Office and Google Workspace
- Attention to detail and critical thinking
- Trend analysis and forecasting
- Proficient in PACS and IT software
- Leadership and team management
- Microsoft Office Suite

### EXPERIENCE

#### FREELANCE, 06/2025 - Current

- I manage calendars, emails, and travel arrangements for client across industries
- I oversee the work of junior personnel and students, correcting their work and guiding them on techniques.
- I delivered high-quality administrative support while maintaining confidentiality and professionalism.
- I prepared report, presentations, and document using Microsoft office and Google Workspace.
- I conducted online research and compiled data for business development and marketing.
- I participate in continuing education programs related to virtual assistance and data analysis.
- I handled CRM update, client follow-up, and task tracking using tools like Trello and Asana

**EDUCATION AND  
TRAINING**

**University of Ghana, Ghana, 10/2025**  
**Bachelor of Science: Medicine**

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**University of Ghana, Accra, Ghana**  
**Master of Science: Health Physics And Radiation Protection**

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**CERTIFICATIONS**

- Virtual Assistance (ALX online course)
- Data Analysis (ALX online course),
- Front End (ALX Online Course):

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**LANGUAGES**

**English:** First Language

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**ACCOMPLISHMENTS**

- I serve as a member of the STEM in the country
- I represent my school at the National science and Maths Quiz
- I serve as the senior school representative council at my secondary level of education
- I led mental health awareness, women's empowerment, and sanitation campaigns

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**REFERENCES**

References available upon request.