



ABIGAIL ABENA SERWAA DEBRAH

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SUMMARY

Results-oriented professional seeking a key role in the growth efforts of a dynamic organization. Committed to contributing to the overall development of the organization.

Resourceful Administrator with background in managing office operations, coordinating with multiple departments, and improving administrative processes. Known for strength in strategic planning, team leadership and problem-solving.

Demonstrated ability to streamline office operations for efficiency and productivity. Proven track record of positive impact on workplace environment and staff morale.

EDUCATION

Bachelor of Arts (Archaeology and Theatre Arts)

05/2016

University of Ghana, Legon-Accra

WASSCE Certificate (General Arts)

05/2012

Yaa Asantewaa Girls Senior High School

EXPERIENCE

Junior Frontend Developer / Freelancer

09/2024 - Present

- Develop and maintain responsive web applications using React, Tailwind CSS, and Material UI.
- Build user-friendly interfaces with a focus on aesthetics, performance, and functionality.
- Manage state and component architecture for scalable and maintainable codebases.
- Integrate RESTful APIs to deliver dynamic and interactive user experiences.
- Employ modern development tools like Git, Figma, and VS Code for efficient project workflows.

Administrator / TINO SOLUTIONS LIMITED

05/2022 - 02/2023

- Welcoming and engaging with visitors; handling Logistics/Inventory
- Coordinate and manage all internal and external company events
- Handle all administrative and HR functions of the organization
- Executive Assistant to the C.E.O
- Screening phone calls, enquiries, and requests, and handling them whenever appropriate
- Organizing and maintaining calendars and making appointments for the C.E.O
- Carrying out background research and presenting findings
- Liaising with clients, suppliers, and other staff.

General Office Manager / IBM GHANA LIMITED

10/2019 - 01/2022

- Welcoming and engaging with visitors; handling Logistics/Inventory
- Scheduling of Appointments – Booking meeting appointments
- Handling Incoming and Outgoing calls
- Handling Enquiries – Assisting the sales department by furnishing clients with information about the company's products, services, and other relevant information

- Administrative duties & supporting the finance department – Working on Invoice verification and auditing to ascertain their accuracy before passing it on to Finance Department
- Also entering the details of the invoices into the company's system for processing
- Providing the financial Analyst with monthly excel analysis of incoming invoices and Expenses
- Performed other duties assigned by my manager.

Executive Assistant to Country General Manager / IBM GHANA LIMITED

08/2020 - 04/2021

- Arranging travels, visas, and accommodations; and taking notes or dictations at meetings to provide general assistance during presentations
- Screening phone calls, enquiries, and requests, and handling them whenever appropriate
- Organizing and maintaining calendars and making appointments for the Country Director
- Carrying out background research and presenting findings
- Liaising with clients, suppliers, and other staff
- Responsible for accounts and budgets
- Event Management.

Business Development and Sales Executive / SOLUTIONS PLATFORM LIMITED

02/2018 - 02/2019

- Created and presented proposals for new business opportunities.
- Coordinated resources across departments for successful execution of projects.
- Conducted market research and identified potential customers.
- Built relationships with key stakeholders within the organization.
- Prepared presentations for potential clients outlining product features and benefits.
- Maintained a database of current and prospective clients for future contact purposes.
- Negotiated contracts with clients to maximize profits.

Energy Advisor under The Energy Efficiency for Small and Scale Enterprise and Household Project / Energy Foundation and GIZ

07/2018 - 08/2018

- Data collection and analysis
- Advised households and businesses on Energy Efficiency and Management.

National Service Person (Teaching Assistant) / School of Performing Arts, University of Ghana-Legon

08/2016 - 07/2017

- Assisted Lecturer
- Organized Tutorials for the class
- Organized and supervised productions.

PERSONAL QUALITIES

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|-------------------------|------------------------------------|
| • Expense Monitoring | • Supplies Ordering |
| • Office Administration | • Travel Coordination |
| • Schedule Coordination | • Staff Management |
| • Executive Support | • MS Office |
| • Customer Service | • Meeting facilitation |
| • New Hire Onboarding | • Office Management |
| • Events Coordination | • Network Administration |
| • Employee Supervision | • Work Planning and Prioritization |
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LANGUAGES

English

REFERENCES

Available upon request.