

JAMESTINA AISHA BORBOH

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Location: Hill Station, Freetown

SUMMARY

Results-driven and dynamic professional with a diverse background in food, hospitality and education industry. Equip with strong verbal and written communication skills demonstrated through effective client interactions and clear project documentation., with an ability to exceed expectations and achieve goals. Excellent problem-solving and a fast learner, enabling effective collaboration and project execution. Eager to leverage my experience and passion for success in a challenging role to make a positive impact on the organization.

CORE COMPETENCIES

- Respectful and Decent
- Analytical thinking
- Time management
- Fast learner
- Leadership
- Strong communication skills

SKILLS

- Marketing
- MS Office
- Emails and Outlook
- Social Media Marketing
- Data Analysis

EDUCATION

March2021 - August2021	Data Analysis (MIS) NIIT Open Lab— Ghana
Jan 2022- Mar 2022	Champaign Management Certificate and Google Ads Display Certificate Skill shop-Google
October 2023	Agile development And Scrum IBM
November 2023	Cloud Computing IBM

EMPLOYMENT HISTORY

Feb 2020- November 2021	Sales and marketing assistance AYT Minimarket- Tema, Ghana <ul style="list-style-type: none">• Serve as a cashier.• Marketing the company by sharing flyers and bringing awareness to people to visit the company.
Mar 2022– June 2022	Data analyst and Receptionist Roy's Hotel and Restaurant — Freetown, sierra Leone

- Preparing weekly expenditure reports.
- Daily checking and replying of emails, messages and responding to calls from guest.
- Entering data of purchased product and changing of prices on the company's system.
- Attending to guest for check in and during their stay in the hotel.

July 2022 – Aug 2022

Marketing and Administration Executive

Milestone Technology College – Freetown, Sierra Leone

- Daily visit to organisations and schools to market the industry.
- Daily checking and replying to emails, calls and social media platform.
- Personal assistance to the CEO.

LANGUAGE SKILLS

	Writing	Reading	Speaking
English	Advanced	Advanced	Advanced
German	Basic	Basic	Basic
Krio (Native)	Advanced	Advanced	Fluent
Twi	Basic	Basic	Basic