

OTIS ALEXANDER ADDO-EGYIR

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Date of Birth: 25th April, 1993

Place of Birth: Sekondi

Country of Citizenship: Ghana

Country of Residence: Ghana

Objectives: To have an international cultural exposure and hands-on experience in the field of Administration especially in non-profit management. To develop my management skills and become globally competitive.

Education:

Institution name:

Duration:

Our Lady of Mercy Senior High School (WASSCE)

2010-2013

University of Ghana (Bachelors Degree in Administration)

2013-2017

Relevant work experience:

Position

Institution

Duration

1. Production Assistant

Technoplast Industries Ltd

May- August 2010

2. Census Taker

AC Nielson

March- June 2014

3. Volunteer

Nasco Foundation

May 2015 till date

4. Marketing Ambassador

Stanbic Bank

February- April 2016

5. Verification Officer

Electoral Commission of Ghana

2016-2017

6. Administrative Assistant

University of Ghana

Sept 2017 till date

Skills/Qualification:

Language: Proficient in English

Computer Skills: Intermediate Certificate in Microsoft Word, Excel and PowerPoint

Leadership: Head of Welfare Committee, UG-DE SRC

Activities and Interest:

Reading, online research and Gymnastics