

CURRICULUM VITAE

PERSONAL DETAILS

Name: Adu-Poku Vera

Date of Birth: 29th October, 1996

Nationality: Ghanaian

Religion: Christian

Marital Status: Single

Languages Spoken: English, Twi

Contact: 0242-245156 / 0549-996140

PROFILE

I am an energetic individual who thrives on challenges and enjoys achieving personal goals. I am driven by a desire to improve productivity in any environment I find myself in.

OBJECTIVE

To contribute my utmost efforts towards improving productivity in any institution I join, by applying my skills and dedication.

EDUCATIONAL BACKGROUND

Institution: Adanwoase Senior High School

Year: 2012-2015

Certificate: WASSCE

WORK EXPERIENCE

Company: Alpha & Omega Book Shop

Designation: Shop Attendant

Year: 2016 - 2018

Company: Adutumwaa Enterprise

Designation: Attendant

Year: 2018 - Present

SKILLS AND ABILITIES

- Hardworking and self-motivated
 - Ability to work under pressure
 - Team player with strong interpersonal skills
 - Excellent communication skills
 - Capable of working with little or no supervision
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REFERENCES

1. **Adu Poku Theresah**
Nurse
Tel: 0244461000
2. **Mrs. Matilda Obeng**
Ghana Education Service
Tel: 0243108464