JUDITH ARHIN GORDON

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juditharhingordon@gmail.com

CAREER OBJECTIVE

I am a young graduate looking for a job in a reputable company to share my knowledge and experience to aid the establishment to achieve its desired goals. Moreover, I have a strong desire to adopt a new approach to solving existing and new challenges through innovative and feasible ideas.

EDUCATIONAL BACKGROUND

KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY- 2017 – 2021 BSc. REAL ESTATE

- LAW (General Principles, Tort, Contract, Property and Conveyance, Trust, Succession and Mortgages, Customary law and Arbitration and Civil Procedure)
- Valuation I & II
- Advanced Valuation I & II
- Building Construction
- Estate Management and Procurement
- Housing
- Ethics and Professional Practice
- Taxation
- Financial Accounting

Archbishop Porter Girls Secondary School,

Takoradi-2013-2016 WASSCE

PROFESSIONAL COURSES

SAP Business ByDesign— openSAP

Courses include ByD Financials, Customer Relations Management, Project Based Services, and Supply Chain Management.

WORK EXPERIENCE

← Ceqa Foods and Beverages Limited, Accra - December 2021- August 2022

Position – National Service

Responsibilities

- Sales Person
- Managed the point of sales system.
- Assisted customers find products in the store, working per internal and external job schedules.
- Performed end-of-day closing account every working day.
- Assisted in entering opening and closing inventory at the end of every working day.

- Customer relations office,
- Answering phone calls and calling back customers to place their orders.
- Find out if they appreciated the services rendered for future growth and corrections.

Internship

DLA Investment Limited, Takoradi. May 2019-August 2019

Responsibilities

- Sorted and organized files, spreadsheets, and reports.
- Reported to my instructor to receive day-to-day tasks and responsibilities.
- Went for inspections at land sites and buildings to be put up for sale.
- Went for inspection at buildings under the supervision of the company.

COMPUTER, SOFTWARE AND OTHER SPECIAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- AutoCAD
- Ghanaian Sign Language Interpreter.

PERSONAL SKILLS

- Analytical and Numerical ability.
- Collaborating skills
- Attention to detail, Team player, Organizer, Good Communicator & Good Interpersonal skills.

REFERENCES

Jonathan Ayitey Zinzi (+233 208127913)

Senior Lecturer
Department of Land Economy,
KNUST

 Mr. Joseph Amoah (+233501682606)

Head of Operations Department.
DLA Investment Limited

Western Region, Takoradi.

 Mr. Frank Duah (+2335015885107)

Customer Relations Officer

CEQA Foods and Beverages

limited.

Greater Accra Region,

Accra.