

BELINDA ARMOO

Post Office Box AF1032, ADENTA - ACCRA

Tel: +233269648235 | [Linkedln](#) | [Github](#) | [Portfolio](#) | Email: armoobelinda1@gmail.com

PERSONAL STATEMENT

A passionate problem solver and a result driven backend developer with a strong foundation in API development. Eager to bring new skills and dedication to a dynamic team.

EDUCATIONAL QUALIFICATIONS

- **Web Development Programme** (September, 2024-December,2024)
- **Certificate: Ghana Securities Industry Course** (JUNE, 2019- SEPTEMBER, 2019)
- **BA. Geography and Rural Development** (2011 - 2015), Kwame Nkrumah University of Science and Technology(KNUST)

WORK

EXPERIENCE

- **26th July, 2021 - January,2023 : Data Verification Executive**
Acreaty Ghana (Docupro Ltd)

Key responsibilities include: Receiving and correction of medical record from the National Health Insurance Scheme.

- **17th April, 2018 - 23rd March 2021:** Customer Service/ Teller
Mon- Tran Limited – (Ecobank Ghana).

Key responsibilities includes: Receiving and giving out cash from customers to respective accounts, checking cheques for payment in branch, rechecking cash before taken to vault, assist in the checking of tills of monies that come to the unit, also assisting the Cash In Transit team to collect and record cash from designated pick point, assisting with office duties at the branch when duty calls.

- **1st March, 2018 - 17th April, 2018:** Cash in Transit Teller
Mon- Tran Limited

Key responsibilities included: Accurate checking of logistics, proper counting of money, proper sorting of and packing of money in various denominations, and proper book keeping at the customer pick point.

- **1st September, 2015 - 29th July,2017:** National Service Person
Commission on Human Rights and Administrative Justice (CHRAJ)
National Service Person

Key Responsibilities included: Writing of investigation reports, Assist investigators in investigation, Assist in conducting Public Education and other Administrative Duties.

SKILLS

- CSS
- HTML
- Java Script
- express/ Node JS

POSITIONS HELD

Treasurer- College of Arts and Social Sciences, KNUST (2013-2014)

Financial Secretary- Okuapemman School SRC (2009-2011)

ATTRIBUTES

- Good interpersonal and organizational skills.
- Ability to work in a multicultural environment.
- Good Presentation Skills.
- Good team player.

References would be provided upon request by the employment team.