

# SHAMEEL ABDALLAH HAIDARA

Newtown – Accra +233 24 084 5709 | [shameelabdallah@gmail.com](mailto:shameelabdallah@gmail.com) | LinkedIn –Shameel Abdallah

## PROFESSIONAL SUMMARY

Self-motivated and detail-oriented professional with over 3 years of experience in data interpretation, specializing in administrative support, data management, and leveraging technological solutions to enhance organizational performance and efficiency. Proficient in addressing business challenges with analytical precision and effective decision-making strategies, combining business principles with strong analytical skills to drive long-term success and create meaningful societal impact.

## CORE SKILLS

Analytical & Problem-Solving | Customer Relationship Management(CRM) | Communication | Financial Management | Project Management | Marketing & Sales Strategy | Technological Proficiency | Data Management & Interpretation | Html | Css | Javascript

## PROFESSIONAL EXPERIENCE

ECOWAS Regional Electricity Regulatory Authority – Airport Residential Area, Accra

### ADMINISTRATIVE ASSISTANT ( National Service )

2023 - 2024

- ◆ Maintained accurate records and managed inventory.
- ◆ Researched important information online.
- ◆ Handled receptionist duties, including answering calls, emails, and in-person inquiries.
- ◆ Managed the procurement process for the organization.
- ◆ Supported logistics for project events and activities.
- ◆ Arranged travel and accommodation for diplomats.
- ◆ Drafted memos and letters for various activities and training.
- ◆ Managed administrative tasks, such as petty cash, scheduling, and preparing documents, medical records, invoices, and fuel reports

**ADMINISTRATIVE ASSISTANT (INTERN)**

2023

- ◆ Analyzed financial data, identified trends, and prepared reports to support decision-making.
- ◆ Used Excel to create charts, analyze pivot tables, and resolve data conflicts in reports.
- ◆ Assisted with administrative tasks, including managing appointments, cash, and document preparation.
- ◆ Recorded financial transactions, including fees, procurement's, and disposals.
- ◆ Managed balance sheets and profit/loss statements

Baron Car Dealership – Accra

**SALES REPRESENTATIVE**

2022

- ◆ Assist customers in selecting vehicles by understanding their needs, providing product information, and guiding them through the sales process to finalize purchases.

Pacific Savings and loans – Accra

**BANK OPERATIONS & CUSTOMER SUPPORT (INTERN)**

2021

- ◆ Assist with inquiries, promote services, and maintain customer relationships.
- ◆ Update account details, assist with loan applications, and track loan status.
- ◆ Prepare reports, analyze trends, handle filing, and ensure regulatory compliance.
- ◆ Support daily banking tasks, including cash handling and check processing.
- ◆ Research financial products and competitors, and assist with ongoing project tasks.

BIMA INSURANCE COMPANY – Accra

**CUSTOMER CARE REPRESENTATIVE**

2017

- ◆ Responsible for customer care relations.
- ◆ Built a strong communication skills which enabled me to promote insurance products to the clients.
- ◆ Engaging potential clients on the best offers that the company can provide them.
- ◆ Learn't the best ways of providing good customer service to clients.
- ◆ Learn't how to communicate and handle different types of customers.

## VOLUNTEER & LEADERSHIP EXPERIENCE

Ghana Muslim Students' Association (GMSA), UPSA – Accra

### SECRETARY AND ORGANIZER

2022– 2023

- Coordinated logistics and secured funding, and venues by preparing detailed letters, resulting in an increase in event attendance.
- Initiated and designed data collection forms for the association members, improving data accuracy and communication processes.
- Led publicity efforts for programs and events, increasing participation and engagement through strategic publicity initiatives.
- Organized and managed events and programs, ensuring proper planning leading to event success.

University Of Professional Studies, Accra – Student Representative Council (SRC)

### ORGANIZING COMMITTEE CHAIRMAN

2022 – 2023

- Lead the planning, coordination, and execution of student events and activities, such as social gatherings, academic seminars, and programs.

Association For Business Administration Student (ABAS) - UPSA

### EXECUTIVE MEMBER

2022 – 2023

- Participating in decision-making and policy formulation to guide the organization's activities, represent member interests, and support the implementation of strategic initiatives.

Ghana Statistical Service – Accra

### CENSUS ENUMERATOR

2021

- Responsible for gathering information from households and individuals during the census process.

National Identity Authority – Accra

### DATA ENTRY OPERATOR

2021

- Participated in the registration process of identification card (Ghana Card) for individuals.

## EDUCATION

University of Professional Studies, Accra

August, 2019 – August, 2023

### BACHELOR OF BUSINESS ADMINISTRATION

Generation Ghana

3<sup>rd</sup> February, 2025 - Present

### Web Developer

## TECHNICAL COMPETENCIES

Microsoft Office [Word, PowerPoint, Excel, Access & Outlook] | Adobe Photo-shop | Python(Basic)|

- The Jobber-man Finishing school for MasterCard Foundation Associate Program (2023)
- Yepafrica – Art of Empowerment, Entrepreneurship and Marketing (2023)
- Tech Development, Technology Exploration Summit (2022)
- Leadership and Career Summit (2022)