**BLESS KLAH**

**Postal Address:** P.O. Box HP678, Ho. **Mobile:** +233 54 980 5937

**EMAIL:** [**bekablessing37@gmail.com**](mailto:bekablessing37@gmail.com)

**CAREERS OBJECTIVES:**

Versatile professional seeking a role that allows me to leverage my diverse skillset in secretarial work, hospitality, and finance. With proven abilities in administrative support, customer service, and financial data management, I am well-equipped to contribute to the smooth and efficient operations of any organization. My commitment to continuous learning and delivering exceptional service makes me an ideal candidate for positions in office management, front desk reception, or financial support.

**EDUCATION:**

* **EP University College**

BSc. Business Administration 2023 - 2027

* **Government Secretarial School**

Diploma in Secretaryship 2021 - 2022

* **TAPAMAN SENIOR HIGH TECHNICAL SCHOOL**

WASSCE 2015 - 2018

**WORK / LEADERSHIP EXPERIENCE:**

* **Secretary, First Volta Estate** 2022 - Date

Facilitated company transactions, both banking and physical transactions.

Kept proper records of company documents.

Handled customer service for the company.

* **Typist, DS Enterprise** 2022

Typed documents for company and clients.

Did proper typesetting for documents.

* **Pupil’s Teacher, Vic’s Vision International School, Ho. 2019 - 2020**

Improved Teaching methodologies

Prepared teaching and learning materials.

Facilitated classes.

* **Library Prefect, Tapaman Senior High School 2017 - 2018**

Learned library management.

Properly organized library books for easy accessibility.

**EXTRA-CURRICULAR ACTIVITIES & CLUBS:**

* **Acting, Rhema Multimedia** *2019 - 2022*
* **Chorister, E.P Church, Ho Bankoe** *2019 – Date*
* **Member, Ewes Forum,** 2024 - Date

**PERSONAL TRAITS:**

* **FRIENDLY**
* **VERSATILE**
* **TEACHABLE**
* **HUMBLE**
* **INTEGRITY**

**SKILLS AND ABILITIES:**

* **GOOD COMMUNICATION SKILLS**
* **COMPUTING:** Proficient in Microsoft Office Applications, and Internet usage.
* **ABLE AND READY TO TEACH**
* **FLUENT IN ENGLISH, EWE and TWI LANGUAGES**
* **PASTERIES AND BEVERAGES MAKING**

**INTERESTS:**

* **Acting**
* **Teaching**
* **Reading**
* **Writing**
* **Pastries making**
* **Beverages making**

**REFEREES:**

**Madam Musura Lasisi Gladys Migbordzi**

Teacher Assistant Principal

Asuagyaman Senior High School Government Secretarial School, Ho

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