**ELLEN BRENYA BOATENG**

**Address:** G 24, Riviera Residences, East Legon, Accra, Ghana

**EMAIL: ellyn.boateng@yahoo.com**

**Mobile:** **+233207747633**

**CAREER PROFILE:**

I am an experienced Executive Administrative Assistant with international experience in the Oil and Gas Industry. I have over 4 years of experience in the hospitality industry with expertise in guest service, team management, and operational efficiency.

I am highly organized, highly driven and have a clear focus on delivering outputs that directly impact on the bottom line of the company.

An inspirational worker who relies on both leadership and outstanding ownership to deliver organizational goals. Resilient and driven to succeed, I will add value to any organization.

**EDUCATION:**

* **UNIVERSITY OF GHANA**

BSc. Agric and Consumer Sciences *2008 – 2013*

Awarded Second-Class Upper Honors

* **YAA ASANTEWAA GIRLS SECONDARY SCHOOL**

SSCE *2003 - 2006*

**WORK / LEADERSHIP EXPERIENCE:**

* **Director, eWINGS QUILLS SERVICES LTD** *July 2018 – To date*

Assisted expats to acquire visas, residence and work permits in Ghana.

Acquired over 100 West African visas and 50 permits for customers.

* **Executive Assistant to MD and Office Manager, PUMA ENERGY GHANA** *Nov 2015 – May 2018*

Negotiated and secured an exclusive hotel contract that generated a yearly profit increase of 30,000 cedis for the company.

Improved management skills.

Improved secretarial skills.

* **Executive Registry Assistant, GHANA AIRPORTS COMPANY** *March 2013– Aug 2015*

Awarded Best National service worker of the year.

Improved clerical skills.

Improved Logistics management skills.

Improved record keeping and managerial skills.

* **Receptionist, Housekeeping and Food and Beverages, AIRPORT WEST HOTEL** *Jan 2012- Jan 2013*

Improved hospitality skills.

Improved interpersonal relationship skills.

Improved housekeeping skills.

* **Personal Assistant to the Owner and MD, Holiday Hotel** *Aug 2008 – Dec 2011*

Improved clerical and office management skills.

Improved verbal and oral communication.

**EXTRA-CURRICULAR ACTIVITIES:**

* **Member - Steamy n Sweet Romance Book Club**

**PERSONAL TRAITS:**

* **TEAM PLAYER**
* **TENACIOUS**
* **ADAPTABILITY**
* **TEACHABLE**
* **INTEGRITY**
* **LEADERSHIP**
* **SERVICEABLE**
* **ARDENT READER**
* **RESULTS ORIENTED**

**SKILLS AND ABILITIES:**

* **GOOD COMMUNICATION SKILLS**
* **GREAT MANAGERIAL ABILITIES**
* **COMPUTING:** Office Productivity Tools (Word, Excel, PowerPoint).
* **ABILITY TO LEARN NEW THINGS WITH EASE**
* **FLUENT IN ENGLISH AND ASANTE TWI**
* **ATTENTION TO DETAIL**

**INTERESTS:**

* **READING**
* **HIKING**
* **WATCHING TV SERIES**
* **MAKING NEW FRIENDS**

**REFEREES:**

**Can be provided upon request.**