APPLY: RECEPTIONIST

**CAREER OBJECTIVE** To maximize my potential and capabilities in a highly motivated innovative and disciplined organization, that has the objective of providing quality services through the utilization of my knowledge and good human relations.

**EDUCATIONAL BACKGROUND AND QUALIFICATIONS**

**Bachelor of Science (BSc) Mathematics**

The University of Energy and Natural Resources, Bono – Sunyani (2017 - 2021)

**West African Secondary School Certificate Examination**

Wa Senior High School, Upper West – Wa (2008 - 2012)

**Basic Education Certificate Examination (2000 - 2008)**

Ayeasu/Atrensu L/A J.H.S, Bono East – Techiman.

**EMPLOYMENT HISTORY AND KEY RESPONSIBILITIES**

**SOCIAL SECURITY AND NATIONAL INSURANCE TRUST(SSNIT) – (NOVEMBER 2022)**

**POSITION: DATA ADMINISTRATIVE ASSISTANT**

**RESPONSIBILITIES:**

* Registered clients for Social Security and National Insurance (SSNIT) Numbers
* Received client’s complaints and directed to appropriate officers to handle
* Crosschecked and distributed SSNIT cards to customers.

**POSITION: ASSISTANT SECRETARY**

**RESPONSIBILITIES:**

* Answered calls, took messages, and handled correspondence
* Maintained diaries and arranged appointments
* Typed, prepared, and collated reports
* Arranged files and distributed them to Compliance Officers
* Prioritized workloads.
* **ABOSOMAKOTERE COOPERATIVE CREDIT UNION (JULY 2018 – DECEMBER 2018)**

**POSITION: CUSTOMER SERVICE REPRESENTATIVE**

**RESPONSIBILITIES:**

* Greeted, welcomed, and interacted with customers to help build a good customer relationship
* Sold and marketed the company’s product to customers
* Opened and maintained customer accounts by recording account information
* Resolved product and service problems by clarifying the customer’s complaints.
* **ELECTORAL COMMISSION OF GHANA (DECEMBER 2016)**

**GENERAL ELECTION**

**POSITION: PRESIDING OFFICER**

**RESPONSIBILITIES:**

* Compiled with any instructions issued by the Local Returning Officer
* Ensured the secrecy and security of the ballot
* Organized the layout of the polling station and liaise if required with the key close of the Poll Clerk
* Opened and closed station on time
* Maintained order in the polling station
* Polite and professional in dealing with voters, candidates agents and others entitled to be present in the polling station and acted impartially at all times
* Accounted for all the ballot papers, paperwork and ballot boxes
* Ensured the proper procedure for voting is allowed and ensured that the corresponding number is marked correctly.
* **K9 SECURITY SERVICES (FEBRUARY 2013 - DECEMBER 2015)**

**POSITION: CHIEF SECURITY**

**RESPONSIBILITIES:**

* Managed and reviewed existing security measures, updating protocols and submitting reports as required
* Ensured proper documentation of all occurrences within the facility
* Ensured that security personnel are aware of all security procedures
* Wrote and submitted security reports on the state of security in the organization
* Provided training for security guards including routine fitness drills
* Maintained law and order within the facility to protect life and property
* Checked and ensured the guards are performing their duties as expected

Assigned duties and scheduled security personnel in line with the needs of the company and efficiency standards.

* **GALILEO TRADING LIMITED (JUNE 2012 - JANUARY 2013)**

**POSITION: STOREKEEPER**

**RESPONSIBILITIES:**

* Kept a record of sales and restocked the store accordingly
* Managed and trained store staff
* Planned promotional campaigns for new products or specials
* Ensured that the store is kept clean and organized
* Made a payment of revenue received into the company’s bank account.

**LEADERSHIP ROLES**

* President - Ghana National Association of Adventist Students (GNAAS)

1. - 2021)

* Vice President - Ghana National Association of Adventist Students (GNAAS)

(2019 – 2020)

* Vice President - Ghana National Association of Adventist Students (GNAAS) (2018 - 2019)
* Secretary - Wa Senior High School (Science Club)

(2011 - 2012).

**ACHIEVEMENTS**

* Good written/verbal communication and interpersonal skills
* Built and maintained positive, mutual and productive working and customer service relations
* Assisted in increasing the revenue for Abosomakotere Cooperative Credit Union from GH¢15, 000.00 to GH¢20,000.00 daily through effective marketing of the company’s products and services
* Assisted in maintaining peace by ensuring free and fair presidential and parliamentary elections in 2016
* Assisted in reducing theft cases and crime rate in K9 security company from 4 to 0 every year by instilling discipline and vigilance in the security officers
* Versatile with the ability to run new task analytical and problem-solvi,ng skills
* Competent use of Microsoft Office (Word, Excel and PowerPoint)
* Strong teamwork and collaboration
* Ability to build positive, mutual and productive working relationships.

**HOBBIES**

* Singing
* Traveling around
* Listening to music
* Watching movies.

**REFEREES**

Name: Mr. Peter N. Y. Adu-Amoah

Company: Social Security and National Insurance Trust (SSNIT) – Airport Branch

Position: Manager

Contact: +233209051085

Email: [**peteraduamoah@ssnit.org**](mailto:peteraduamoah@ssnit.org)

Name: Mr. George Baiden

Company Organization: African Movement for the Prevention of Child Abuse and Neglect (AMPCAN)

Position: National Coordinator

Contact: +233249385586

Email: [**gbaiden2@gmail.com**](mailto:gbaiden2@gmail.com)

Thank you for the opportunity to apply for the position of receptionist. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently.

Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a detail-oriented college graduate (Bachelor of Science in Mathematics) from the University Of Energy And Natural Resources, Sunyani. Before, during, and after my academic career, I also managed to accrue nearly 10 years of work experience. I had the privilege of working for Social Security And National Insurance Trust as a Data Administrative Assistant and also as an Assistant Secretary where I learned valuable professional skills such as productivity and performance management, records management, and operations management. In both my academic and professional life, I have been consistently praised as hard-working by my professors and peers. Whether working on academic, or professional projects. I apply proven analytical, critical thinking, and communication skills, which I hope to leverage into your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization.