**Name**: Ophellia Naa Armah.

**Location**: Accra-Ghana.

**Contact**: (+233) 24 011 4081.

**Email**: opellia.naa@gmail.com

**Address**: P.O.BOX Sege Ada 99.

**Language**: English, Ga-Dangbe, Twi.

**1. Personal Statement**

Skilled in hairdressing with 3 years of experience. Seeking to leverage my expertise in your establishment either in waitress, housekeeping, or as a Bus Girl. I am an intuitive worker aiming to help achieve your companies goals and take on more responsibility as quickly as possible.

1. **Working Experience**

**Hair Dressing (**trainee**)**

Duties/ Responsibilities  
Ada Sega-Accra / 2018 February – 2021 October.

* identifying client requirements
* operating cash registers
* offering beauty advice
* adhering to hygiene rules
* recommending hair products

**Shop Attendant**

**2021 October - 2022 January**

Duties/ Responsibilities

* Assisted sales department in maintaining customer relationships.
* Prepared sales reports periodically.
* Receiving, unpacking, and arranging new shipments from suppliers and vendors
* Arranged and labeled goods on the display shelves
* Cleaned and rearranged the store after hours
* Performed periodic price audits to resolve price discrepancies

1. **Education (formal)**

**BECE**  
SEGE ADA JENIOR HIGH SCHOOL | 2000 – 2014

1. **Education (informal)**

**Certificate**

THY GRACE BEAUTY SHOP | 2018 - 2021

1. **Hobbies**

Singing,Dancing, Watching Movie

1. **Other Information.**

I am a hairdresser but seek to use my other abilities and strength to work outside my field to gain more knowledge and acquire other skills and earn money (salary) to fend for myself.