



EMMANUELLA KORANTENG

CONTACT

ADDRESS:
Mühlenweg 34
15232 Frankfurt (Oder)

EMAIL:
ellakoranteng@gmail.com

PHONE:
+4915226983808

LINKEDIN:
linkedin.com/in/emmanuella-koranteng-
7263b87a

SKILLS

- Analytical and Problem-Solving skills
- People Management
- Organizational Management
- Customer Support
- SAP ERP with S/4HANA
- Microsoft Word, Excel, PowerPoint, and Teams
- Google Docs, Analytics
- Digital Marketing
- Trello
- Python, Gurobi, IBM CPLEX

HOBBIES

Photography, Music, Philanthropy, Fashion designing

PROFILE

I have a little over a year experience in People Management and as a Freelancer for Daviel Klothing. This experience coupled with previous engagements in Customer Support, Project and Organization Management has fuelled my desire to contribute towards organizational growth and self-development in my career. The contributions I have made have led to consistent reduction of costs and increase in the quality of materials and services provided while creating productive and enduring partnerships. I am available to work as soon as possible.

WORK EXPERIENCE

Daviel Klothing (E-Commerce), Germany, Freelance - Supply Chain Manager & Creative Director

09.2019–Current

- Manages and coordinates the supply chain of the Clothing line.
- Delegate task to the team
- Create, plan, and develop conceptual campaigns for the Clothing line.
- Generating attention-grabbing ideas that entices the target audience
- Develop conceptual campaigns designed to stand apart from competitors.

Achievements

- People management
- Effective communication skills
- Problem solving and increased online recognition
- Customer support

Sykes GmbH, Ghana, Customer Consultant

02.2018–04.2018

- Enhanced productivity by staying on top of call scripts and maintaining control over direction of conversations while educating customers on how the stock market functions and maintained customer account data.

Skill set: Customer Support and Management, Communication skills, Problem solving.

Talensi District Assembly, Ghana (National Service Scheme), Administrative Assistant

09.2012–08.2013

- Drafted professional memo, speeches and letters for the District Chief Executive and documented all letters, activities, and speeches for corporate purposes.

Skill set:

- Working knowledge in Documentation and Bookkeeping.
- Accuracy, Organization and Planning.

Ashanti Regional Coordinating Council, Ghana, Administrative Assistant (Internship)

06.2012–08.2012

- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors.
- Sorted and recorded incoming and outgoing letters to/from the Regional minister for corporate records.

Skill set:

- Documentation and Bookkeeping.
- Accuracy, Organization and Planning.

Kwame Nkrumah University of Science and Technology, Ghana (Finance Office), Junior Accountant (Internship)

06.2011–08.2011

- Working knowledge in processing loans, Salaries, Invoices, and travel expense reports.
- Account receivables and accounts payables.
- Worked with Auditors and forwarded employees' claims to the Cashiers.
- Processed monthly financial statement.
- Independent, Accuracy, and Willingness to learn.

Kwame Nkrumah University of Science and Technology, Ghana (Development Office), Junior Accountant (Internship)

06.2010–08.2010

- Working knowledge in processing monthly financial statements.
- Signing of cheques and Bookkeeping.
- Overall Best Intern of the year - secured an Intern position for the following year.

EDUCATION

Europa University Viadrina, Frankfurt (Oder), Germany

04.2018 – 12.2020

MSc. International Business Administration, Majored in Information and Operations Management, Minored in Supply Chain Management and Logistics

Tech Set: Gurobi, Python, IBM CPLEX, Enterprise Architect, Anylogic.

Hochschule für Technik und Wirtschaft, Germany

04.2016 – 03.2018

BSc. International Business, Focus: Project Management, Organization Management, Accounting and Corporate Finance

Catholic University College of Ghana

09.2008 – 05.2012

BSc. Economics and Business Administration, Majored in Accounting

Engagements

- Elected to Vice President for NUPS-G (CUCG - Chapter): 2010-2011
- Elected to Assistant Organizer for NUPS-G (CUCG - Chapter): 2009-2010
- Assistant to Mathematics Lecturer: 2008

Frankfurt (Oder), 25.02.2021