

## CONTACT

### AMIVOR GLORIA

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Winners Chaple International  
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## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

*June 10th 2019 - June 10th 2022*

- **Cocas Impex Ghana Ltd**

Sales and invoicing executive

- Front line executive
- Sales and invoicing
- A cashier
- Checking daily stock, call over report
- General administrative duties

*June 21st 2014 - November 12th 2016*

- **El- Doraldo electrical appliances company Ltd**

Snr.Sales and invoicing

- Sales and invoicing
- Customer service
- Preparation of monthly recovery report
- Update of daily sales book
- Filling and record keeping

## EDUCATION

*23rd April 2021*

- **Centre for executive training and professional development university of Ghana legon**

Professional short course in front office and administrative assistantship

## SKILLS

- Sales Problem solving Decision making Team building Customer service

## PERSONAL DETAILS

- Date of Birth : 17/01/1985
- Marital Status : Single
- Nationality : Ghanaian

## REFERENCE

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- **Owuradu Ophelia - "Cocas Impex Ghana Ltd "**  
Chief cashier  
0242512408
- **Vivian Obeng - "Cocas Impex Ghana Ltd "**  
Sales Associate  
0552489090
- **Justice Amemakuse - "Department of social welfare "**  
Social development officer  
Justice kors40@gmail.com  
0242366572

## MY CUSTOM SECTION

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- **Personal abilities**  
Team player  
Innovative and ability to think on the spot to solve problems  
Very good public relations skills and slow to anger  
Highly result oriented and ability to learn on the job very fast
- **Intrests**  
I love to conduct research to gain new knowledge electronic in media and books
- **Hobbies**  
I love singing, watching movie, reading and making good friends