Spintex, Greater Accra Region

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Email:Sackeyellen2001@gmail.com

**Education and Qualifications**

**2019 – 2023 AAMUSTED University**

BSc. Accounting Education (Awaiting Graduation)

**2016 – 2019 Ola Girls Secondary School**

High School Diploma

**Work Experience**

**January – May 2023 Teacher(Intern), Obuasi Senior High Technical School**

* Developed and implemented engaging lesson plans for accounting classes, fostering a dynamic learning environment.
* Assisted in curriculum development and enhancement to align with educational standards and student needs.
* Provided individualized support to students, addressing accounting concepts and clarifying doubts to ensure comprehension.
* Utilized technology and innovative teaching methods to enhance students' understanding of accounting principles.
* Collaborated with senior teachers to organize and participate in extracurricular activities, contributing to the overall student experience.

**September – December 2022 Secretary, Paige Shiloh**

* Scheduled and coordinated meetings, conferences, and traveling arrangements for executives.
* Maintained office organization by handling correspondence, emails, and phone calls in a timely manner.
* Efficiently managed the front desk, providing professional and friendly reception services.
* Maintain office organization by handling correspondence, emails, and phone calls in a timely manner.

**November – Till Date National Service Personal, Consolidated Bank of Ghana**

* Delivered exceptional customer service as a frontline banking professional, handling inquiries and transactions with efficiency and courtesy.
* Mastered the bank's proprietary systems and software to access customer data and process transactions accurately.
* Participated in comprehensive training to expand knowledge of banking products, policies, and regulations.
* Excelled in a collaborative team environment, contributing to community outreach initiatives that promoted financial literacy.
* Demonstrated meticulous attention to detail in record-keeping and data entry tasks.

**Additional Skills**

* Utilization of technology tools and resources for enhanced accounting operations
* Adaptability and flexibility in a dynamic educational setting.
* Effective decision making
* Leadership role
* Teamwork
* Customer service excellence
* Strong interpersonal and communication skills

**Interests**

* Reading
* Researching
* Movies
* Singing

**References**

Mr. Alfred Morrison

Head of Accounting Department

alfmorrisco@yahoo.com

+23324 832 4320

Mr. Eric Kumi Amoako

CEO of Paige Shiloh

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