

# ADJEI PRISCILLA

4 Baiden First Avenue, West Lands – Accra

[priscilla.adjei2@icloud.com](mailto:priscilla.adjei2@icloud.com) | +233 59 661 3652 | +233 55 905 4300

## PROFESSIONAL SUMMARY

---

Dedicated and ethical professional with experience in **hospitality, customer service, food service, and factory operations**. Highly organized, service-oriented, and dependable, with a strong commitment to quality, teamwork, and continuous improvement. Seeking to contribute skills and professionalism to a growth-driven organization.

## CORE COMPETENCIES

---

- |   |                                       |
|---|---------------------------------------|
| • Customer Service Excellence           | • Team Collaboration                  |
| • Hospitality & Housekeeping Operations | • Attention to Detail                 |
| • Communication & Interpersonal Skills  | • Time Management                     |
|   | • Integrity & Work Ethics             |
|   | • Adaptability & Willingness to Learn |

## PROFESSIONAL EXPERIENCE

---

### Customer Care & Sales Personnel

#### Melco Supermarket, Accra

*November 2023 – Present*

- Attended to customers courteously, assisting them with product selection and inquiries.
- Promoted products and supported daily sales activities to meet customer needs and sales targets.
- Handled customer complaints and resolved issues professionally to ensure satisfaction and repeat business.
- Processed sales transactions accurately and issued receipts using point-of-sale systems.
- Maintained proper product display, cleanliness, and organization of shelves and sales areas.
- Monitored stock levels and reported low or out-of-stock items to supervisors.
- Worked collaboratively with team members to ensure smooth store operations.

### Room Attendant, Best Western Premier Accra Airport Hotel, Accra

*November 2021 – 2023*

- Clean and sanitize guest rooms to high hotel standards, including bed making, linen changes, and amenity replenishment.
- Greet guests politely and respond to requests, complaints, and special needs professionally.
- Monitor, restock, and manage housekeeping supplies and report shortages promptly.
- Conduct room inspections to ensure quality, safety, and guest readiness.

- Communicate effectively with front desk and maintenance teams regarding room status, lost items, or technical issues.
- Adhere strictly to hotel policies, safety regulations, and hygiene standards.

### **Factory Hand / Machine Operator**

#### **Polytex Industrial Company Limited, North Industrial Area**

*February 2019 – October 2021*

- Set up machines, including calibration and cleaning, to initiate production cycles.
- Controlled and adjusted machine settings such as speed and alignment for optimal operation.
- Fed raw materials and components into semi-automated machines during production.
- Inspected finished parts using precision measuring tools to meet quality standards.
- Conducted routine machine testing and addressed operational faults during shifts.

### **Waitress, Manesseh Food City, North Industrial Area**

*July 2018 – January 2019*

- Prepared dining areas by arranging tables, utensils, and ensuring cleanliness before service.
- Took customer orders accurately and served food and beverages promptly.
- Assisted customers with inquiries, menu recommendations, and special requests.
- Processed payments and issued receipts correctly.
- Cleared, cleaned, and reset tables for continuous service flow.
- Coordinated with kitchen staff to ensure timely and accurate order delivery.
- Resolved customer concerns politely to ensure satisfaction.

## **EDUCATION**

---

### **University of Ghana (Legon)**

Bachelor of Arts (BA) – **Public Administration with Information Studies**  
*2025 – Present (In Progress)*

### **Osudoku Senior High School, Accra**

West African Senior High School Certificate (Home Economics)  
*2015 – 2018*

### **Precious Junior High School**

Basic Education Certificate Examination (BECE)  
*2015*

## **LANGUAGES**

---

- English
- Twi

## REFERENCES

---

- **Mr. Ishmael Duah**  
Human Resource Manager  
Best Western Premier Hotel  
**0203970075**
- **Mr. Khofi Adjei Kingsford**  
Human Resource Officer  
Polytex Industrial Company Limited  
**0556244194**