

CHARLES DONKOR

West Legon, Accra | 0593221320 | charlesdonkor661@gmail.com

CAREER OBJECTIVE

Dedicated and ethical young professional with a passion for excellence, seeking to contribute my skills and enthusiasm to a dynamic organization. With a firm belief in integrity, accountability, and continuous learning, my objective is to leverage my unique blend of creativity, analytical thinking, and interpersonal skills to drive meaningful results while upholding the highest ethical standards. Through collaborative teamwork and a commitment to personal and professional growth, I aim to positively impact both the organization and the communities it serves.

BIO DATA

Gender	:	Male
Marital Status	:	Single
Language(s) Spoken	:	English and Twi
Tel	:	0593221320

CORE COMPETENCIES

- Customer Service
- Effective Communication
- Continuous Learning
- Detailed and Organized
- Analytical Thinking
- Collaborative Teamwork
- Integrity and Ethics
- Result oriented and thriving on hard work
- Highly motivated
- Open to challenges

PROFESSIONAL EXPERIENCE

ALOLAYI WASH BAY, West Legon, Accra

Car Wash Attendant / September, 2022 - Present

- Delivered excellent customer service by greeting clients warmly and ensuring a positive car wash experience.
- Assisted customers in selecting wash packages and services, providing clear and helpful explanations.
- Performed exterior and interior vehicle cleaning, including washing, drying, vacuuming, and detailing.
- Operated pressure washers, hoses, vacuums, and other car wash equipment safely and efficiently.
- Maintained cleanliness and organization of the washing bay and surrounding areas in accordance with health and safety standards.
- Collaborated with team members to manage high customer volume and ensure smooth daily operations.
- Addressed customer concerns or complaints promptly and professionally, ensuring satisfaction.
- Monitored cleaning supplies and chemicals, ensuring adequate stock and safe storage practices.

EDUCATION

JUABENG SENIOR HIGH SCHOOL, Kumasi

West African Senior High School Certificate In Visual Arts, 2022

ABOFU PRESBY JUNIOR HIGH SCHOOL, Achimota

Basic, 2018

REFERENCE

- Mr. Prince Donkor (Supervising Security, Airport) - 0541457001