

ABIGIAL OFOSUA OKYERE

059 203 7136 | Accra, Ghana

PROFESSIONAL SUMMARY

Motivated and articulate professional with experience in sales, customer service, and hospitality. Demonstrates strong administrative understanding, good interpersonal skills, and the ability to work efficiently under pressure. Highly adaptable, team-oriented, and committed to continuous learning and delivering quality service in dynamic work environments.

CORE COMPETENCIES

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|----------------------------------------|----------------------------------|
| • Customer Service & Sales Support | • Time Management & Organization |
| • Communication & Interpersonal Skills | • Ability to Work Under Pressure |
| • Team Collaboration | • Basic Administration |
| | • Leadership & Initiative |
| | • Willingness to Learn |

PROFESSIONAL EXPERIENCE

Sales Personnel

Melcom Group of Companies, Ghana, 2023 – 2025

- Assisted customers with product selection and inquiries in a professional manner.
- Processed sales transactions accurately and issued receipts.
- Maintained product displays, cleanliness, and organized shelves.
- Supported daily sales activities to meet customer needs and company targets.

Waitress

Odo Rice Restaurant, Accra, 2022 – 2023

- Served customers promptly and courteously in a fast-paced environment.
- Took accurate food orders and ensured timely delivery.
- Maintained cleanliness of dining areas before and after service.
- Resolved customer concerns politely to ensure satisfaction.

Prepaid Vendor

Abilicole Enterprise, Ghana, 2021 – 2022

- Sold prepaid services and assisted customers with transactions.
- Managed daily sales records and cash handling responsibly.
- Built positive customer relationships through effective communication.

Sales Personnel

D-Collection, Ghana, 2020 – 2021

- Promoted products and supported sales operations.
- Assisted customers with inquiries and purchasing decisions.
- Maintained accurate sales records and stock awareness.

Languages

English, Twi

EDUCATION

Cibusco Senior High School

West African Senior School Certificate Examination (WASSCE)

2017 – 2019

Police Deport School

Basic Education Certificate Examination (BECE)

2012 – 2014

REFERENCES

Daniel Pistel

Chief Executive Officer

D-Collection

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