

## **Stephanie Bediako**

Mankessim-C/R, Ghana

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### **Professional Summary**

Dedicated and detail-oriented professional with experience in public relations, client services, and office administration. Possesses strong communication and teamwork skills, with a commitment to delivering excellent customer service. Seeking a dynamic role in a reputable restaurant where I can apply my abilities to contribute to the team's success.

### **Education**

#### **Kalpohin Vittin Senior High School, Vittin (2018 – 2021)**

- West African Senior School Certificate Examination (WASSCE)

#### **Kalpohin SDA Junior High School (2015 – 2018)**

- Basic Education Certificate Examination (BECE)

### **Professional Experience**

#### **Office Assistant – Cure Asthma Center, Accra (2022 – 2023)**

- Provided administrative support and managed office tasks efficiently.
- Handled public relations and ensured smooth communication with clients.
- Assisted in coordinating appointments and maintaining office records.
- Delivered excellent customer service, addressing client inquiries and concerns.

### **Skills & Competencies**

- Public Relations & Customer Service
- Effective Communication
- Team Collaboration
- Time Management & Organization
- Adaptability & Problem-Solving
- Multitasking & Office Administration

### **Languages**

- English (Fluent)
- Dagbani (Fluent)
- Twi (Fluent)

### **Interests**

- Reading
- Listening to Music
- Engaging in Social Activities

## **Referees**

### **Rashida Umar**

Salesperson, A&C Mall

Tel: +233 55 939 8026

### **Grace Barnes**

Salesperson, Melcom

Tel: +233 55 107 3746