

RITA MAMLEY WATSON

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PROFILE

Self-motivated, results-oriented young professional with proven ability to demonstrate the utmost discretion and integrity. I possess strong interpersonal and relational skills and excel at remaining calm in difficult times. My passion for development and transformation drives a desire to contribute to organizational successes and efficiencies. I hope to further develop my experience by working in a role that will make use of my analytical and problem solving skills.

PROFESSIONAL DEVELOPMENT AND FURTHER EDUCATION

ACCA, Ghana
Sept. 2020 to date

Association of Chartered Certified Accountants (ACCA)
Applied Skills level continuing

University of West Virginia, USA
March 2021

Forensic Accounting and Fraud Examination
Certificate

EDUCATION

University of Ghana Business School, Legon.
Sept. 2016 – July 2020

BSc. Administration (Accounting Option)
First Class Honors

Methodist Girls' High School, Mamfe, Ghana.
Sept. 2013 – May 2016

West Africa Senior School Certificate Examination
Business

Akosombo International School, Akosombo, Ghana.
Sept. 2010 – Jun 2013

Basic Education Certificate Examination (BECE)
Certificate

WORK EXPERIENCE

PMMC Jewellery Limited, Accra, Ghana.
Sept. 2020 to Aug. 2021

National Service Person

- Marketed and sold 18kt Gold and White Gold Jewellery
- Assisted clients and booked client orders to production unit.
- Aided in monthly stock taking and distributed correspondence among departments of the organization.

Boomplay Music, Abelemkpe, Ghana.
Feb. 2019 - July 2020

Campus Ambassador

- Publicized and ensured downloads of the app on campus
- Compilation of data received from sponsored events.

**Elikem Kumordzie the Tailor,
Dzorwulu, Ghana.**
Aug 2018 – Apr 2019

Part Time Social Media Administrator/ Personal Assistant

- Run company website and social media platforms
- Scheduled client meetings and took orders
- Drafted and typed official letters and other documents

Tema Oil Refinery, Tema, Ghana.
July 2018 – Aug 2018

Intern

- Worked as a secretary to the Security Services Manager
- Drafted, typed and distributed correspondence

LEADERSHIP AND CO-CURRICULAR ACTIVITIES

Enactus University of Ghana, Legon.
Sept. 2016 - July 2020

Team Member

- Represented the team in the National competition – 2017, 2018, 2019 and virtually in 2020
- Assisted in the brainstorming of innovative project ideas
- Aided to track project progress by visiting project sites
- Reported directly to project managers with project update

SRC Finance Committee, University of Ghana, Legon.
Sept. 2017 – Aug 2018

Member

- Aided in preparing financial statements
- Participated in taking economic decisions concerning the SRC
- Advised the SRC on its economic activities

Publicity Committee, University of Ghana Business School, Legon.
Sept. 2016 – Aug 2018

Member

- Aided in getting information to persons concerned on time
- Assisted in circulating messages
- Updated students on the activities of the Business House Junior Common Room

Prefectorial Board, Methodist Girls' High School, Mamfe, Ghana.
Feb 2015 – Feb 2016

Assistant Head Prefect

- Doubled as SRC Vice President
- Reported directly to the Academic Head
- Ensured that the other prefects were performing their duties.

SKILLS AND PERSONAL COMPETENCIES

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| • High level of discipline and dependability | • Ability to work under minimum supervision and in fast paced environment. |
| • Quick learner | • Great team player |
| • Good command of Microsoft Excel, PowerPoint and word | • Strong verbal communication |