

CURRICULUM VITAE

BRYANT LENA

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PROFESSIONAL SUMMARY

A highly organized individual with particular expertise in directing and enhancing administrative procedures and delivering exceptional customer service. I am eager to bring my experience and skills to a new role, where I can make a positive impact and contribute to the growth and prosperity of the team.

KEY COMPETENCIES

- Effective manager
- Excellent team player
- Detail oriented
- Problem solver
- Responsible
- Hardworking and well-organized
- Ability to work with little or no supervision.

ADDITIONAL SKILLS

- Computer Skills: Knowledge in Microsoft Word, Excel and PowerPoint
- Professional phone ethics
- Logistics

EDUCATIONAL BACKGROUND

Pentecost University (2016-2020)

- Bachelor of Science, Logistics and Supply Chain Management.

Kpando Senior High School (2012-2015)

- West African Secondary School Certificate Examination (W.A.S.S.C.E).

WORK EXPERIENCES

Makro Structures Limited – Secretary, (September 2021 – October 2022)

- Executed various administrative tasks
- Scheduled meetings and appointments
- Developed maintenance and progress reports
- Kept documentations and records accurate and up to date
- Efficiently managed important telephone calls and emails
- Handled all compliance regulations and gathered all legal documentation for closings.

Jonaya Limited{Oyibi} - Administrative Assistant (Part Time) Nov 2019 – Jan 2022

- Provided administrative support to ensure efficient operation of the office.
- Handled all travel arrangements for staffs such as booking flights, cars, hotel and restaurant reservations.
- Kept records of all transactions of the company.

Ghana Armed Forces |1 Signal Regiment| - Supplier Assistant (National Service Personnel), Oct 2020-Jul 2021.

- Received logistics into stores.
- Conducted physical inventories for supplies.
- Verified stock to identify losses.
- Supervised store operations.
- Undertook in ordering, receiving, processing, recording and distributing of logistics.
- Ensured excellent service to all personnel.

Astra Engineering and Services Ltd - Customer Service Intern, (June 2018-Aug 2018).

- Provided excellent customer care service.
- Acknowledged requests from various departments.
- Managed record keeping system.
- Prepared reports for depleted stocks which needs to be replenished.
- Managed client complaint and care relationship.
- Performed administrative functions including call correspondence and calendar management.

VOLUNTEER EXPERIENCES

Sustainable Development Goals Forum, Accra Flagstaff House – volunteer, (June 2018)

- Worked with Anita Erskine and other volunteers to organize the SDG Forum for participants including the President of the Republic of Ghana, officials and other international dignitaries.
- Ensured that participants observed proper seating arrangements and other protocols.
- Also helped other volunteers to ensure that the event was successful.

TRAINING

- **Career Development Program** – University of Ghana, *May 2021*.
- **Entrepreneurship Innovation Training Workshop** – National Entrepreneurship Innovation Program, *August 2019*.

References are available on request.