**SARAH OLIVE TAKYIWAA KINFUL**

Address: P.O Box, 18

Mankessim

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**Objective**

To seek a capacity building and challenging educational environment where I can use my skills, knowledge and competencies to serve to enhance both organizational success and personal development especially in commerce and national development.

**Education Background**

2013 – 2017 University of Education, Winneba

Qualification Gained B. Ed. Basic Education

2007 – 2011 Methodist Senior High School, Saltpond.

Qualification Gained West African Senior School Certificate Examination (WASSCE)

2004 – 2007 Smerbu Junior High School, Mankessim

Qualification Gained Basic Education Certificate Exams (BECE)

**Technical Skills, Expertise and Personal Qualities**

* Proficient in Microsoft Excel, Word and Power point
* Excellent time-management
* Strong listening and communication skills
* Good and ethical performance history
* Ability to earn client trust with outgoing personality and strong interpersonal skills

**Work Experiences**

**2022- till date**

**Administrative Associate**

Code Coast- Central Tech Hub

**Duties and Responsibilities**

* Consult on behalf of the company as a service to its partner clients
* Meet partnering company’s media team on the grounds of related program design purposes
* Ensure all company branding protocols
* Manage and supervise the design and delivery of all based and non-based programs
* Supervises and collate all reports as and when expected to be written
* Ensure total success of all assigned tasks by supervisor

**2013 - 2021 Sales Officer**

John Kojo Amoah Enterprise, Mankessim

**Duties and Responsibilities**

* Identify and contact prospective customers
* Generate sales quotes and meet prospecting and sales goals
* Maintain regular contact with existing customers to maintain good relationships and grow accounts
* Understanding of main competition and sales strategies unique to business or customer type
* Maintain working knowledge of product lines
* Negotiation of final sale price of product (discounts and additions) within company guidelines

**2017 - 2018**  **Teacher (National Service)**

Non-Formal Education Division

Cape Coast.

**Responsibilities**:

* Create lesson plan base on the students’ syllabus and teach them to students
* Track students’ progress give them feedback and report to my supervisor
* Observe students to evaluate their abilities, strengths and weaknesses
* Create and reinforce classroom rules
* Collaborate with Non-Formal Administration to prepare student for standardized exams
* Grade students’ assignment

**2011-2013** **Sales and Data Entry Personnel**

Golden Gift Ventures, Mankessim

**Responsibilities:**

* Prepare waybills and invoices
* Enter data on daily work activities
* Prepare Dispatch plans to deliver products to clients
* Distribute finish products to clients

**Interests/ Languages/ Position of Responsibilities**

**Interests:**

* Reading, and Organizing, Listening to music and solving puzzles

**Languages:**

* English , Twi , Fante

**Position of Responsibilities:**

1. **Ballot Issuer**

* Electoral Commission Ghana (2016 Election)

**References**

1. Mrs. Martha Acquah

Director of Education

Mfantseman Municipal Assembly

Mob: +233244787350

1. Mr. Kweku Esia Donkoh

Head of Department, Basic Education

University of Education, Winneba

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