**EDUCATION AND BACKGROUND**

Central University, Accra

Program: Bachelor of Science in Banking and Finance September 2014 – June 2018

**WORK EXPERIENCE**

**Customer Service, Multichoice Ghana**

June 2022 - Till date

* Assisting Customers
* Selling company product and services through wireless connections
* Uploading customer details

**Administrative Manager, Mayton Pharmacy**

April 2021 – Till date

* Making payment to suppliers
* Managing accounts of the Pharmacy
* Managing Stock
* Performing Human Resource duties

**Mobile Registration Workstation Operator (MRWO), National Identification Authority**

October 2019 – September 2020

* Data collection and capturing applicants’ information onto the workstation
* Assembling and dissembling workstation
* Issuing receipt

**National Service Personnel, Micro Enterprise Department GN Bank**

August 2018 - July 2019

* Monitoring performance of mobile bankers across the nation
* Monitoring the use of POS devices by mobile bankers
* Resolving issues concerning the use of the POS device
* Ensure payment of network providers
* Assisted Chief operations Officer (COO) in the absence of his assistant

**Customer Service Intern, Melbond Microfinance**

May 2017 - July 2017

* Assisting customers in making transactions such as deposits, withdrawals and applying for loans
* Ensure that customers are well informed about services rendered by the organization

**SEMINARS ATTENDED**

* Contemporary HR practices, CHURSA
* African young leaders and Entrepreneurs Summit – LEC Group and Data Bank
* Customer Service, MON- TRAN

**SKILLS AND INTEREST**

* Team worker
* Good human relation
* Good organization skills
* Ability to handle confidential and sensitive information
* Works well under pressure

**REFREE**

* Available upon request