

MAMA AMEWOSHINA HAPPY HIATEPE

P. O. Box AN 12242,
Accra – North,
Ghana.

TEL: (+233)244 94 7197

Date of Birth: 25th November, 1981

Marital Status: Single (FEMALE)

Email: happyhiatepe@yahoo.com

CAREER OBJECTIVE

A highly motivated individual seeking to use my skills and know-how to improve any institution I find myself, whilst exploring myself to the best of my abilities.

SPECIAL ABILITIES PROFESSIONAL SKILLS & COMPETENCIES

- ✓ Microsoft Office Suite (Word, Excel and PowerPoint)
- ✓ Good interpersonal relationship and communication
- ✓ Ability to work without much supervision
- ✓ Ability to learn quickly and also work under pressure

EDUCATION AND TRAINING

INSTITUTION	DURATION	QUALIFICATION
University of Professional Studies Accra (UPSA)	2014 to 2019	Bachelor of Business Administration
Knowledge Tree Technologies	05/2018	Effective Frontline Management
Graduate School of Governance and Leadership	26/10/2013	Advanced Executive Certificate in Business Administration
University of Ghana Business School	09/10/2013	Effective Front Desk Management
Institute of Export and Shipping Management	2006 to 2007	Diploma in Clearing and Forwarding and Salesmanship
Anlo Secondary School	1997 to 2002	High School Certificate (SSSCE)
Agbozume R/C JSS	1991 to 1996	Basic Education (BECE)

WORK EXPERIENCE

- ✓ **Perez Chapel International** 2010 to 2020
Front Desk Manager
- ✓ **The Congress Hotel** 2009 to 2010

Receptionist	
✓ Etacimex Computer Limited	2008 to 2009
✓ Yebson Telecommunication	2004 to 2007
Receptionist	

REFERENCES

1. **Reuben Sogli**
Promasidor Ghana
Limited P. O. Box AN
12242 Accra, North
0244827437
rvsogli@gmail.com
2. Mr. Alex Hiatepe
WAEC Ghana
0277442644 /
0246018932