



VICTORIA AFUA ADOBEA ASAMOAH

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PROFILE

I am a highly motivated Business Administration graduate, who seeks to be in a growing organization or institution, where I can get the opportunities to prove my abilities by accepting challenges and fulfilling organizational goals through continuous learning and commitment, and in the process, acquire new experiences that enrich my professional competence. I am a fast learner who easily adapts to new and ever-changing work environment, and is open for further training and modeling.

CAREER OBJECTIVE

Having a Bachelor's degree in Business Administration, accounting major, without much experience in the field, I seek for opportunities to further expand my professional knowledge, skills and qualifications.

As a novice to the world of technology, I want to use what I learn, gain knowledge from experts, and contribute or work on creative initiatives that push the boundaries of technology. Along with my demonstrated technical expertise and teamwork abilities, I also provide a strong work ethic.

EDUCATIONAL BACKGROUND

- University of Ghana - Legon, Ghana
Bsc. Business Administration
2019 – 2023
- Wesley Girls' Senior High School – Cape Coast, Ghana
General Arts
2016 – 2019
- Pastor Abaidoo Preparatory School – Accra, Ghana
Basic Education
2013 - 2016

WORKING EXPERIENCE

NATIONAL SERVICE PERSONNEL
NATIONAL SERVICE HEAD OFFICE
AIRPORT RESIDENTIAL AREA

January 2024 – Date

- Training in data analytics.
- Training in database management (SQL).
- Training in Microsoft Excel and Power BI.
- Training in UI/UX design.
- Training in flutter.

INTERNSHIP
ASA SAVINGS AND LOANS
ODORKOR-ACCRA, GHANA

October 2022 – December 2022

- Assisting with deposits and withdrawals.
- Assisting with collection of loans.
- Customer care personnel.
- Marketing and sales of company products.

PRODUCTION ASSISTANT/PRESENTER
AFRONOVA RADIO
ACCRA, GHANA

2021 – 2022

- Undertaking general research for programs.
- Assisting with time keeping and the recording of transmissions.
- Supporting the production team.
- Contributing to the creative input of a show (writing cues and updating scripts).
- Researching news stories and pitching new ideas.
- Presenting shows or small sections of a program.

PERSONAL SKILLS

- In-depth skills in web-based application and proficient in the use of Microsoft Office Suite.
- Effective communication abilities and presentation skills.
- Strong quantitative and analytical skills.
- Knowledge in database management (SQL).
- Great leadership skills.
- Integrity, honesty, time management and teamwork are also personal professional attitudes.

LEADERSHIP EXPERIENCE

PENSA LEGON BUSINESS AND POLITICAL CHAMBER

- Financial Secretary (2021-2023)

BSC. BUSINESS ADMINISTRATION

- Assistant Course Representative (2022)

WESLEY GIRLS' SENIOR HIGH SCHOOL

- Executive Secretary – Child's Right (2018 - 2019)
- Dorm Monitor (2018 - 2019)
- Sales Representative (2018 - 2019)
- Coordinator (2018)
- Chapel Representative (2019)

VOLUNTEER ACTIVITIES

- Auxilia Foundation – Organize fundraisers and donations for orphanages. (2017 – Present)
- Member of Arts Club.
- Sunday School Teacher – Church of Pentecost. (2017 – Present)

REFERENCES

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| <ul style="list-style-type: none">• Mr. Ebenezer Zotoo
Staff Officer
National Service Secretariat
Accra-Ghana
Mail: Ebenzotoo@gmail.com | <ul style="list-style-type: none">• Mr. Eric Agyei
Loan Officer
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