

EDWIN DEBRAH
P. O. Box CT 1565 Cantonment
Accra, Ghana
edwindebrah@aol.com
+233 20 584 3940

PROFILE

I am a young, passionate and self-motivated person with clear, logical and analytical mind in problem solving and a drive to see things through to completion and with the desire to explore and learn new things. I am also a good listener who has ability to communicate with people at all levels and search for opportunity to apply and expand my skills

CAREER OBJECTIVE

To secure employment with a reputable company where my skills can be utilized and gain more experience with which I can work effectively while making a significant contribution to the success of the company.

EDUCATION

(2014 – 2018)	Bachelor of Arts in Economics with Linguistics University of Ghana, Legon
---------------	--

(2009 – 2013) West African School Certificate Okuapemman Senior
High School, Akropong

(2007 – 2009) Kwabenya Atomic D A JHS, Kwabenya

WORK EXPERIENCE

September 2018 to Date Responsibilities:

GCB Bank Limited, Accra Ghana.

- I interview customers on what products they will like the bank to offer them and advice which product will be best for the customer
- I assist them in filling account opening forms and inspect all the necessary documents and make sure everything is legal
- I open account and input all the necessary fields and take them for authorization
- I review all the account opening forms after opening the accounts at the end of the day and file them neatly
- I issue readycash atm cards to customers
- I issue Ezwich cards to customers
- I'm able to work at both back office and as personal banker
- I modify customers' accounts if they want to change some information on their account
- I market and sell some of the banks product to customers
- I served as a teller as well
- I am called upon all the time by my colleagues to help with both ITsoftware and hardware

- I have received lots of credits from my manager, regional manager and auditors for having the best department (account Opening) during audits

LEADERSHIP EXPERIENCE

Active member of University of Ghana economic student's society

- Participated in voluntary teaching exercise in basic schools
- Helped in organizing educational forums for the economic society.

Compound prefect Kwabenya Atomic Junior High School

- Organized students for cleanup exercise every morning to ensure a clean environment for academic work
- Made sure food vendors go through medical checkups every month before been allowed to sell to students.

VALUES

- Discipline
- Reliable
- Hardworking
- Integrity

SKILLS/ COMPETENCES

- I am a self-starter and internally motivated.
- I'm able to successfully multi-task.
- I am a very good communicator, and able to engage with people of diverse cultures and backgrounds
 - IT Skills: Competent in Microsoft Office Applications (Word, Excel, PowerPoint, etc)

INTERESTS

Reading

Listening to music

Watching football

REFEREES

○ Mrs. Doris Clottey

Branch Manager

GCB Bank Limited Mandela Park Branch

Mobile: +233 20 820 3022

Email: dclottey@gcb.com.gh

○ Mrs. Rachael Sevor

Operations Manager

GCB Bank Limited Mandela Park Branch

Mobile: +233 24 471 1866

Email: rsevor@gcb.com.gh