

Al-Hassan Abdul Samed N. Bin Abubakr

Adenta Housing Down, Accra, Ghana.
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Objective

Confident Student passionate about learning new skills. Ambitious and driven individual ready and willing to work hard and learn from professionals. Brings outstanding computer and communication skills.

Experience

- Ministry of Works and Housing** February 2024 - April 2024
Administrative Intern
 - Attended weekly coaching sessions which helped to improve my soft skills.
 - Maintained positive working relationship with fellow staff and management.
 - Set specific goals for projects to measure progress and evaluate end results.
 - Utilized document management system to organize the ministry's files, keeping up-to-date and easily accessible data.
 - Monitored operations and reviewed records and metrics to understand the ministry's performance.
- Frontier Dominion LLC (USA)** March 2025 - May 2025
Business Development and Research Intern
 - Conducted thorough analysis of geopolitical trends, capital markets, industry developments, and competitors activities to inform strategic decisions .
 - Gathered and compiled data from various sources to support research projects.
 - Helped develop proposals and pitches for new business opportunities, ensuring alignment with clients needs and company capabilities.
 - Collaborated with research teams on specific projects, providing administrative support and assisting with data analysis.
 - Supported the business development team by identifying potential clients and partners, and helping to draft outreach materials.

Education

- University of Ghana, Legon** 2022 – Current
Bachelor of Science Business Administration
- Mfantsipim school, Cape Coast.** 2019–2022
General Science

Skills

- Leadership
- Word Processing
- Database entry
- Fast Learner
- Team Collaboration
- Administrative Support
- Superb problem solving

Achievements & Awards

- Demonstrated astute leadership as a House Cot Captain– Mfantsipim School .
- Displayed sharp hygiene management as the class Sanitation Rep– Mfantsipim School

- Bronze Medalist in the 2019 edition of the Hard Spell and Quiz Contest, Ghana.

Languages

- English
- Dagbani
- Twi

Reference

- **Madam Bernice Ansah - Ministry of Works and Housing**
Procurement Manager
+233245718247
- **Christopher Dzeney - Frontier Dominion**
Business Development and Research Analyst
+233 59 523 4523
- **Raphael Ajana - Frontier Dominion**
Business Development and Research Analyst
+233 54 721 5898