

# Daniel Adjin Lartey

**Date of birth:** 18/03/1993 | **Nationality:** Ghanaian | (+233) 545457868 | [adjinlarteyofficial@gmail.com](mailto:adjinlarteyofficial@gmail.com) |

Address: House No. 1. Nii Aryee Street, Tetegu, Weija, Accra, Ghana

## PERSONAL PROFILE STATEMENT

Organized and hardworking person eager to maintain a full-time entry-level position that offers professional challenges utilizing interpersonal skills, good human relations and problem-solving skills. Willing to take up added responsibilities, enthused to learn new things, grow and help team achieve company goals. I get work done.

## SKILL HIGHLIGHTS

- Result oriented
- Complex problem solver
- Project Management
- Analytical and Creative skills

## WORK EXPERIENCE

01/03/2018 - CURRENT - Accra., Ghana  
**ECONOMICS TEACHER** – PRESBYTERIAN SENIOR HIGH SCHOOL, LA. GHANA EDUCATION SERVICE.

- Teach students courses in Economics and Social Studies
- Maintain consistent assessment of students’ progress
- Grade class exercises, assignments, and group projects
- Prepare students for a standardized test required to graduate from high school

01/08/2016 - 30/09/2017 - Accra, Ghana  
**ADMINISTRATIVE OFFICE ASSISTANT** – AKUAFO HALL, UNIVERSITY OF GHANA.

- Data entry and management of students’ hostel data
- Assisted students with accommodation issues
- Prepared minutes for Board of Hall meetings

## EDUCATION

01/09/2012 - 22/05/2016 - Accra, Ghana  
**BACHELOR OF ARTS IN ECONOMICS AND STATISTICS**  
University of Ghana

**Address** P. O. Box LG 25, Legon., Accra, Ghana | **Website** <https://www.ug.edu.gh/>

30/06/2008 - 20/05/2011 - Accra, Ghana  
**WEST AFRICAN SENIOR SCHOOL CERTIFICATE (BUSINESS OPTION)**  
St. Margeret Senior High School  
**Address** P.O.Box DC 785, Dansoman-Accra., Accra, Ghana

## ● **MANAGEMENT AND LEADERSHIP SKILLS**

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### **Board Member SpreadAid International, SAI (NGO)**

Head of Workforce of Business and Leadership Workforce, SAI.

### **Committee Chairperson**

Plant Procurement Committee: University of Ghana, Akuafo Hall. (2015)

## ● **HONOURS AND AWARDS**

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23/02/2019

### **Certificate of Honor in Entrepreneurship. – SpreadAid International (NGO)**

Outstanding Performance in Entrepreneurship to support SpreadAid International.

## ● **DIGITAL SKILLS**

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Microsoft Excel | Microsoft Powerpoint | stata 15 | Microsoft Word | Social Media

## ● **LANGUAGE SKILLS**

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**Ga, Akan and English**

## ● **RECOMMENDATIONS**

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### **DR. SAMUEL IDDI – Lecturer**

Department of Statistics and Actuarial Science  
University of Ghana

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### **MR. SAMUEL KWABENA SEKYI AMPOFO – Assistant Head Master**

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