

AMA AGYEMANG – DUAH

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CAREER OBJECTIVE

To work in the areas of information technology, data analysis and/or project management

WORK EXPERIENCES

Virtual Assistant

Lead generation using Sales Navigator, and HubSpot. Accounting & Administrative tasks using Wise, Figma, Xero, Notion, Python Scripts

(Remote contract, Appoynt, Jan 2022 – to date)

Business Development Executive & Virtual Assistant

Lead generation using Sales Navigator, Gmail and LinkedIn. Administrative tasks required by the client. (Remote contract, Remoteli, Aug 2021 – Jan 2022)

Business Development & Administrative Executive

Increase and seek corporate sales, manage existing customers, prepare sales report, coordinate activities between sales team and operations, and administrative tasks(Full Time/FT Employment, Orbit Industries Ltd, Jul 2012 – Jul 2021)

Operations Officer

Prepare operations reports, carryout reconciliations with depot stock reps, coordinate activities with depot liaison officers, and liaise with inspectors during cargo discharge/transfer. Monitor product stocks, transfers, swaps, purchases and vessel discharge operations. (FT Employment, Chase Petroleum, Nov 2011 – Jun 2012)

Projects Officer and Coordinator

Track projects costs/budget, coordinate with Finance team for payments, track projects payments schedule, prepare reports, manage projects imprest, carry-out administrative tasks, and coordinate between site offices & head office.

(Full Time Employment, Chase Petroleum, Apr 2010 – Nov 2011)

Projects Documents Control Officer

Assist Project Manager to carry-out administrative tasks, and coordinate between site office and Head office, assist with the supervision of contractors' works, project documentation. (Full time Employment, Chase Petroleum, Aug 2009 – Apr 2010)

IT Support Assistant

Develop and maintain company website, assisted systems administrator, carry-out administrative tasks, track documents, control incoming/outgoing project documents (Internship & National Service, Chase Petroleum, Mar 2008 – Aug 2009)

EDUCATION & TRAINING

Google IT Automation course on Coursera - 2023

Datacamp Data Science Training - 2023

Institute of Chartered Accountants of Ghana Level 1 – Ongoing

Petrosport (29 Nov 2011) Basic Bunkering Course Cape Town, South Africa

Merjja Technologies (May 2010) Project Management

British Council (2009) Effective Report Writing

Ashesi University (2004 - 2007)BSC (First Class) Computer Science

Mfantsiman Secondary School (2001 - 2003) Course: Agricultural Science

REFERENCES

Available upon request