**ANDREW KWEKU NYAN**

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**PROFILE**

A result oriented young man, independently self-motivated who enjoys new challenges. A creative, proactive and strategic thinker with strong communication skills. I am seeking part time employment to boost my income and develop my existing skills. I am hardworking, reliable,and have developed good communication skills.

**EDUCATION**

**2022 I4G +Zuri Training**

Learning more Html,Css,JavaScript,Github etc

**2022 Supreme International College**

Diploma in Information Technology

**2017 Agape Harvest IT School**

Diploma in IT

**2013- 2015 St.Andrews SHS Assin-Fosu**

W.A.S.S.C.E

**2011 Bubiashie SDA JHS Accra**

B.E.C.E

**WORKING EXPERIENCE**

**Obeng Asare & Sons Ltd.(February 2021- )**

* Assistant to the branch manager.
* Overseeing of financial transactions
* Preparing weekly sales reports
* Taking inventory

**Hot Lotto House - Accra (May 2020 - February 2021)**

* Worked as the assistant branch manager.
* Handled phone enquiries
* Handled financial transactions

**Electoral Commission of Ghana - Accra (17th December 2019)**

* Assisted the Presiding Officer in setting up the voting booth and arranging materials for the voting process to commence.
* Worked as a Biometric Verification Officer**.**
* Verified voters using the BVD
* Assisted the Presiding Officer in the collation of ballots after voting had ended.

**Vision 2000 Company Ltd.**– Accra (June 2018)

Secretary

* Handled phone enquiries, dealing with customer complaints
* Maintained files and software documents.
* Operated tills and handled financial transactions.

**Jan 2016 - Dec 2016 : Kris View Luxury Hotel** – Accra

Housekeeper

* .Understanding the needs of customers
* Attended training programs to enhance knowledge and skills in handling customers complaints which resulted in an increased number of loyal and committed customers for the company.
* Used initiative to find solutions to customer problems in a calm manner.

**SKILLS.**

* Computer literate:regular pc and internet user.
* Very good with Ms word and Excel
* Acquired knowledge in Web Designing and programming.
* Developed good communication skills.

**PERSONAL QUALITIES**

Hardworking, dynamic analytical and innovative

Good communicator

Submissive

Respectful

**INTERESTS**

* Sports : playing and watching football
* Reading: Novels - fiction and non-fiction
* Coding : writing computer codes in various languages(HTML , JAVASCRIPT,CSS)

**REFEREES**

Available on Request.