

## CONRAD EBO TURKSON

### PROFESSIONAL SUMMARY

A self-motivated individual with a strong passion for excellence. I possess effective communication skills, pay attention to details, I portray good attitude towards work and very open to learn new things to develop my skills.

### SKILLS & ABILITIES

- Proficient in Microsoft Office
- Interpersonal Skills
- Leadership Skills
- Attention to details
- Team work
- Integrity
- Good communication and collaboration skills

### OBJECTIVE

I am seeking an entry-level position in a reputable company where I can further develop my skills and contribute to the growth of the company and its customers

### EXPERIENCE

#### TEACHER – LOVE MONTESSORY INTERNATIONAL SCHOOL

June 2020 - Present

- Maintained accurate records of attendance, grades and other relevant data related to student performance
- Taught lessons to educate students, following standard professional practices
- Fostered an environment conducive in open communication between teacher, students and parents
- Planned extracurricular activities such as after school clubs that provided enrichment opportunities for students
- Managed student behavioral issues to optimize classroom learning environment

#### NATIONAL SERVICE – STANBIC BANK GHANA LTD | PROCESSING AND CLEARING

September 2018 – July 2019

- Received and processed cheques for clearing
- Dispatched daily returns clearing cheques
- Kept records of all daily productivity schedules
- Monitored all stationeries for the unit
- Checked unbalanced waste daily
- Made sure that all cleared cheques and other documents are properly archived

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- Collaborated with colleagues from different backgrounds to achieve common goals

**OFFICE ASSISTANT INTERN - SBG BROKERAGE | STANBIC BANK GHANA LTD**

June 2017 – August 2017

- Recorded all daily prices of stocks
- Ensured that the market summary is prepared after daily transactions
- Ensured that all customer details are properly filed and documented
- Provided customer support by responding to inquiries via phone and emails

**OFFICE ASSISTANT INTERN – ECOBANK GHANA LTD**

July 2016 – August 2016

- Supporting staff by performing data entry and completing administrative duties
- Greeted visitors in a professional manner and provided assistance when necessary
- Ensured all customer details are properly documented

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**EDUCATION**

**UNIVERSITY OF GHANA (LEGON)**

Bachelor of Science in Business Administration (Marketing)

September 2014 – July 2018

**HIGH SCHOOL CERTIFICATE**

T.I. Ahmadiyya Senior High School | Kumasi

September 2008 – May 2012

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**HOBBIES**

- Driving
- Movies
- Singing

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**REFEREES**

- Mary Manorkie Andrews  
Manager, Processing and Clearing  
Stanbic Bank Ghana Ltd  
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