

Cynthia Nyame

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WORK EXPERIENCE

Hub Manager/Administrator - Africa Skills Hub

August 2021 - Present

- Providing administration support to Account Officers, Program Managers and Senior Management.
- Coordinate and organize company events/programs and manage databases.
- Preparing letters, presentations and reports.
- Sorted, opened and routed incoming correspondence and deliveries to help senior leaders respond quickly to business and customer requirements

HR Support/Internship Coordinator -Talents In Africa Limited

January 2021- February 2022

- Providing support for Recruitment function through a range of administrative activities (e.g. letters, interview schedules ,references, offers,producing/amending employment contracts and Job descriptions for new roles)

EDUCATIONAL BACKGROUND

Kwame Nkrumah University of Science and technology

August 2016 - June 2020

Bachelor's Degree in Actuarial Science

PROFESSIONAL SUMMARY

I am a highly resourceful, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative procedures and human resource support roles.

I am well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

I seek to work with a company that will allow me to develop my skills and potential as I contribute to the success of the organization.

SKILLS & PROFICIENCIES

- Excellent verbal and written communication skills.
 - Problem-solving skills and innovative.
 - Ability to work under pressure and time constraint.
 - Productive use of MS suite and Google apps.
 - Digital productivity; Business Model Canvas, Slack and Canva.
 - Languages Spoken; English, Ga, Ewe, Twi, French (beginner)
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REFERENCE

Joseph Zotoo
Programs Manager
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