

# EDWARD ARCHIE PUO

GAYE-TOWN, OLD-ROAD, OLDEST CONGO-TOWN, MON LIBERIA.

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- Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level office attendant position in clean environment. Ready to help team achieve company goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Dedicated Desk-help, Receptionist and Office Assistant with over five successful years of clerical experience in busy office environments achieving superior levels of administrative effectiveness. Excels in telephone support and greeting arriving visitors. Strong knowledge of Microsoft suite and a history achieving high data output.

## WORK EXPERIENCE

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### Volunteer

01/07/2022 to Present

#### **GIZ / TGS**

9 Street Sinker, Home City Building | Monrovia, Liberia.

Presently I'm serving at GIZ as a volunteer with assign multi-task from time to time deem necessary by them. Some of those tasks include: offices cleaning, installation of office furniture's, serving as receptionist, task to train employee at the sub-office in Zwedru, Grand Gedeh County. And even work along with employee team to carryout livelihood project to impart the common villagers who live on animal around the Krahn Grebo National Park forest in other to survive and many other tasks as well....

### Office Assistant

07/2020 to 01/2022

#### **MIPRI INC / AMINATA & SONS, INC.**

Mechlin & Ashmun Streets, Monrovia, Liberia

- Worked on cleaning team to service hotels, offices and other commercial buildings.
- Kept building entryway glass clean and polished for professional presentation.
- Maintained clean and comfortable environments in commercial buildings by vacuuming, cleaning windows and dusting.
- Dusted picture frames and wall hangings with cloth.
- Disposed of trash and recyclables each day to avoid waste buildup.
- Hand-dusted and wiped down office furniture, fixtures and window sills to keep areas clean and comfortable.

### Office Cleaner

02/2020 to 03/2021

#### **AMBERO GIZ**

Momba-point around the American Embassy, Monrovia-Liberia.

- Cleaned desks, office equipment, walls, files, ledges and countertops by dusting surfaces.
- Worked alongside other cleaners to complete jobs in corporate office buildings.
- Mixed, used and properly stored hazardous chemical cleaners to reduce risk of injury or illness.
- Emptied waste paper and other trash from premises and moved to appropriate receptacles.
- Identified repair needs and major maintenance concerns, and escalated issues to management.

## Office Assistant & Receptionist

04/2018 to 07/2020

### **MIPRI INC. / AHT GROUP & AMBERO GIZ**

Congo town opposite Total gas-station, adjacent Musu-sport.

- Inspected facility and grounds and picked up trash or other debris impacting appearance or movement flows between spaces.
- Reported vandalism or other damage to property to supervisor. Kept building spaces premises clean inside and outside.
- Maintained clean and comfortable environments in commercial buildings by vacuuming, cleaning windows and dusting.
- Completed routine floor stripping, sealing and finishing.
- Moved furniture for cleaning and set up for special events.
- Emptied waste paper and other trash from premises and moved to appropriate receptacles.
- Used organic-based chemicals to disinfect floors, counters and furniture.
- Promoted building security by locking doors and checking electrical appliances for safety hazards.
- Maintained cleanliness of restrooms by washing down and properly sanitizing walls, floors and toilets. Maintained floor cleaning and waxing equipment, received and including answering visitors' enquiries about entities work duties and its products or services, sorting and handing out mail, answering multiline incoming telephone calls and appointments setting for AHT quest, directing visitors to their destinations.

## Residential Cleaner

12/2014 to 07/2015




### **BOYACY / PAE**

Cestor, Rivercess County, Liberia.

- Applied safety measures when mixing water and detergents in containers to prepare cleaning solutions.
- Cleaned and sanitized bathrooms, hallways, bedrooms, sitting rooms and kitchens.
- Removed bed sheets and towels from rooms and pre-treated stains to maintain and restore linen condition.
- Followed procedures when using chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Sanitized apartments after move-out or prior to move-in.
- Maintained clean and orderly environment and kept cleaning equipment in excellent condition.
- Hand-dusted and wiped down office furniture, fixtures and window sills to keep areas clean and comfortable.
- Responded to requests from patrons for linens and toiletries.
- Completed laundry services with special attention to care instructions for hand-washing and dry cleaning.
- Restocked room supplies such as facial tissues for personal touch with every job.
- Disinfected and mopped bathrooms to keep facilities sanitary and clean.
- Categorized laundry received by clients based on fabric type.

## SKILLS

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-  Communication - 5 years
-  Office administration - 5 years
-  Mail handling - 5 years

- ✚ Accounting Familiarity - 5 years
- ✚ Multi-Line Phone Proficiency - 5 years
- ✚ Coding | Programming – ½ years
- ✚ Bookkeeping - 5 years
- ✚ Office organization - 5 years
- ✚ Opening and closing offices - 5 years
- ✚ Technical Skills – 2 years
- ✚ Social Skills – 2 years
- ✚ Resistance to stress – 2 years
- ✚ Empathy – 2 years

## EDUCATION

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### **COURSERA ONLINE LEARNING PLATFORM**

08/2022 to Present

Course learning at Coursera

System Administration and IT Infrastructures

### **UDEMY ONLINE LEARNING PLATFORM**

09/2019 to 03/2022

Graphic Design, & Web Development & Others.

Online Learning Platform

### **CALVARY BAPTIST CHURCH SCHOOL SYSTEM (CBCSS)**

09/2017 to 08/2019

Fiamah Market 20th Street. Sinker Mon-Lib

High school or equivalent

**Diploma**

## CERTIFICATIONS / LICENSES

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### **UDEMY ONLINE LEARNING PLATFORM**

08 / 09/2022

Was awarded in this

Course [IT Fundamentals - Everything you need to know about IT](#)

<https://udemy-certificate.s3.amazonaws.com/pdf/UC-e99e870f-9da1-4e76-9d5f-d86c0efa80a6.pdf>

**MIPRI INC.**

11/2017 to 12/2017

**Domestic Assistant**

Was trained and awarded Certificate

**LINKS**

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**LINKEDIN**

[www.linkedin.com/in/edorado1pcoder](http://www.linkedin.com/in/edorado1pcoder)

**FACEBOOK**

<https://web.facebook.com/profile.php?id=10008344135>