



ELIZABETH SAMPONG

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PROFILE

I am a hardworking, fast learning and highly motivated individual seeking an opportunity to implement, improve and sharpen my skills in your graduate trainee program.

EXPERIENCE

Data Analytics Officer (National Service Personnel) | Ghana Ports and Harbors Authority, 2022 – 2023

- Prepared pay statements for employees using payroll software.
- Resolved inconsistencies in payroll records.
- Calculated and deducted taxes according to the laws.
- Distributed pay statements to employees.
- Answered questions employees had regarding salary payments.
- Entering and receiving data from the payroll system.

Intern | Heritage Bank Limited, 2018 - 2019

- Collected data from customers
- Analyzed financial statements
- Documented the day to day activities of the bank
- Data modeling
- Assisted customers with banking needs
- Provided information relevant for banking
- Evaluated and communicated the finances of customers

Sales Executive and Inventory Manager (Internship) | Yaw Herbal Center, 2015 – 2018

- Took inventory of products
- Sold products to customers.
- Built strong customer relationships
- Received and worked on feedback.
- Opened and closed the center.

EDUCATION

- BSc Actuarial Science (First Class Honors - CWA – 75.57) | Kwame Nkrumah University of Science and Technology, 2018 – 2022
- West African Senior School Certificate Examination | OLA Senior High School, Ho, 2015 – 2018

CERTIFICATES AND AWARDS

- Omega Brain Certificate for Academic Business (2020)
- Professor Amekudzi Certificate (2021)
- SOA Probability Exam Certificate (2022)
- CFI Accounting Fundamentals Certificate (2022)
- CFI Professional Ethics Certificate (2022)
- CFI Excel Fundamentals – Formulas for Finance (2022)
- CFI Scenario and Sensitivity Analysis Certificate (2022)
- ALX AI Career Essentials Program (2024)
- ALX Virtual Assistant Program (2025)
- IBM Web Development Fundamentals (2025)
- Udacity Ethical Hacking (2025)

SKILLS

- Data Analytics
- Mathematics
- Computer Competency
- Probability
- Research
- Analytical Thinking
- Effective Communication (both oral and written)
- Excellent Time Management
- Critical Thinking
- Innovative
- HTML
- CSS
- JavaScript