

# Elton Asamoah-Mantey

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## Summary

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I am a highly organized administrative professional with extensive experience in office management, project coordination, and administrative support. Recently, I have transitioned into the tech field, gaining skills in web development. My expertise lies in managing daily operations, maintaining accurate records, and ensuring seamless project execution. I am known for excellent communication skills, proficiency in Microsoft Office Suite, and the ability to work both independently and collaboratively as part of a team.

## Hard Skills

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- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Database management
- Project coordination and scheduling
- Document management and compliance auditing

## Soft Skills

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- Excellent verbal and written communication.
- Strong organizational skills and attention to detail.
- Problem-solving and critical thinking
- Tech-savvy with a good understanding of database management.
- Effective team player with a collaborative approach.
- Time management.

## Programming Skills

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- React.js.
- Javascript.
- HTML
- CSS
- Tailwind Css

## Experience

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Administrative Manager at GE-KAMS GH. LTD (June 2023 – May 2024):

- Oversaw daily office operations and procedures.
- Maintained accurate records of project documentation, contracts, and correspondence
- Managed accounts payable and receivable
- Assisted in the coordination of construction projects, including scheduling, budgeting, and resource allocation.
- Prepared regular reports on project progress, budget status, and administrative activities.
- Managed relationships with suppliers and service providers.
- Negotiated contracts and agreements to ensure favorable terms for the company.

Executive Assistant to the Head of High School (International Community School) – Accra (September 2018 - August 2022)

- Handled correspondence, scheduled and coordinated meetings, and prepared reports and presentations.
- Managed documents, liaised with staff and suppliers, and covered reception duties.
- Maintained school databases and performed periodic audits for compliance.

Teacher (International Community School) – Kumasi (September 2016 - August 2018)

- Developed and implemented teaching programs and daily lessons.
- Engaged students with activities and materials, evaluated academic performance, and communicated progress to parents.

## Achievements

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- As an Administrative Manager at GE-KAMS GH. LTD, I successfully oversaw daily office operations, ensuring efficiency and smooth functioning. I optimized procurement processes, and reduced administrative bottlenecks which improved our overall productivity.
- I maintained accurate financial records and tracked expenses, which contributed to cost-effective decision-making.
- I trained intern interns to confidently manage the office and handle correspondence without supervision.
- As part of the core team of Smile Heart Ghan(A foundation for the underprivileged), I have helped raise over Ghs 10,000 to support students and children in different schools across the country.

## Education

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- **May 2024 - August 2024** Junior Web Developer (Frontend),  
**Meltwater Entrepreneurial School of Technology - Accra**
- **May 2024 - August 2024** Web Development Fundamentals,  
**IBM - (Online)**
- **November 2011 - June 2015** B.A. Economics (2<sup>nd</sup> Class Upper),  
**Kwame Nkrumah University of Science and Technology - Kumasi**
- **October 2007 - May 2011** West African Senior Secondary School Certificate Examination (WASSCE),
- **Opoku Ware Senior High School.**