**EMMANUEL ANSINIAH BAGYIRI**

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**Profile**

To be influential in the achievement of corporate goals through personal development, and the development of others as well. I seek an employer that encourages initiative, rewards performance and provides opportunity for personal growth and development.

**Skills**

* Good interpersonal relations.
* Excellent in Office Administration Practices.
* Ability to demonstrate, initiate and maintain accuracy under pressure.
* Active listening & learning, critical thinking.
* Proficient in Microsoft Office.

**Hobbies**

* Reading
* Sports (Football)
* Music
* Computing

**Work Experience**

* **2018 – 2019 NATIONAL INVESTMENT BANK LIMITED – East Legon Branch**

**Position:** Teller/Customer Service Ambassador (National Service)

* Paying cheques.
* Receiving cash and cheque deposits.
* Client support and account opening.
* **2017 – NATIONAL INVESTMENT BANK LIMITED – Parliament House Branch**

**Position – Customer Service Ambassador (internship)**

* Client support and account opening
* **2017 – Central Cliq**

**Position – Technical Team**

* Uploadinginformation onto the platform

**Education**

**2021-2022**

* **Diploma in System Engineering**

IPMC

**2014 – 2018**

* BA Communication

Central University.

**2011– 2014**

* WA.S.S.C.E.

Corpus Christi Senior High School.

**References**

* Ms. Edze Agbevey

Manager, Legal Services

Ghana Civil Aviation Authority

Kotoka International Airport

Accra

[eaagbevey@caa.com.gh](mailto:eaagbevey@caa.com.gh)

* Mr. Ernest Ahmed Cudjoe

Operations Manager

National Investment Bank Limited

East Legon.

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