

Irene Akyaa Gyebi

 **Address:** No. 5, Apamtse Street, , Kampala Avenue, East-Legon , 00233, Greater Accra, Ghana

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 **LinkedIn:** <https://www.linkedin.com/in/irene-akyaa-gyebi>

Gender: Female **Date of birth:** 27/12/1994 **Nationality:** Ghanaian

ABOUT ME

As a current student of the African Institute for Mathematical Sciences, I have undergone rigorous education and training in the field of academia, specifically mathematical sciences. I am dedicated, organized, and methodical with good interpersonal skills. Also, I am a great team player who is keen and willing to learn and develop new skills. I excel in digital design and has undertaken freelance projects since 2020. I am passionate about studying how to improve performance and seeking to leverage data analytical skills to improve corporate performance as a data analyst.

EDUCATION AND TRAINING

[28/08/2021 – Current] **Msc Mathematical Sciences**

African Institute for Mathematical Sciences (AIMS), Ghana <https://aims.edu.gh/>

Address: Summerhill Estates, East-Legon Hills, Santoe, 00233, Greater Accra, Ghana

Level in EQF: EQF level 7

[08/2014 – 06/2018] **Bsc Mathematics and Statistics**

Methodist University College, Ghana <https://mucg.edu.gh>

Address: P.O. Box DC 940, Dansoman, Opposite Wesley Grammar Senior High School, 00233, Greater Accra, Ghana

Final grade: 3.35 **Level in EQF:** EQF level 6

Type of credits: GPA

WORK EXPERIENCE

Freelancer

IdjgieWeb Solutions

City: Greater Accra

Country: Ghana

Main activities and responsibilities:

Building websites for clients

Optimizing clients websites (SEO)

[07/2019 – 11/2019] **Cashier/Receptionist**

Azar Chemicals Industries Ltd. <https://www.azarghana.com>

Address: Azar Group,, Plot 88 Spintex - Main Road,, 00233, Greater Accra, Ghana

City: Spintex

Country: Ghana

Email address: info@azarghana.com

Name of unit or department: Accounts Department

Business or sector: Manufacturing

Main activities and responsibilities:

Balanced cashbooks and cash registers

Customer service

Bookkeeping

Processed sales orders and invoices using Tally and Datacom Accounting software

Data Entry

[09/2018 – 07/2019] **Accounts Officer (National Service)**

District Health Directorate, Birim South

Address: 00233, Eastern Region, Ghana

City: Akim Swedru,

Country: Ghana

Name of unit or department: Accounts Department

Business or sector: Human health and social work activities

Main activities and responsibilities:

Processed invoices

Resolved account discrepancies

Customer service

Documented all accounts payable and receivables

Bookkeeping

Conducted periodic audits, cashbook reconciliation, and managed petty cash

Assisted in balance sheet writing and general ledger documentation

Processed national health claims

Updated district health information management system

[07/2015 – 10/2015] **Administrative assistant (Intern)**

Ghana Standards Authority <https://www.gsa.gov.gh/>

Address: Ghana Standards Authority, P O Box MB 245, Accra, 00233, Greater Accra, Ghana

City: East Legon

Country: Ghana

Email address: gsanep@gsa.gov.gh

Name of unit or department: Standards Division

Business or sector: Human health and social work activities

Main activities and responsibilities:

Ensured efficient and result oriented client service

Data Entry

Prepared contracts for testing

Issued certificates(Product Registration) to clients who met required standards

Bookkeeping

LANGUAGE SKILLS

Mother tongue(s): Twi

Other language(s):

English

LISTENING C1 **READING** C1 **WRITING** C1

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** C1

DIGITAL SKILLS

Information and Data Literacy | Communication and collaboration | Digital content creation | Problem analysis & problem solving | Attention To Detail | Critical and analytical thinking

RECOMMENDATIONS

Head of Department

Name: S.K.Darkwah

Phone number: (+233) 244530577

Email: sdarkwah@mucg.edu.gh

Lecturer (Methodist University College, Ghana)

Accountant

Name: Mr. Isaac Asante Kwakye

Phone number: (+233) 544614190

Email: kwakye.isaac@yahoo.com

National Service Supervisor