

PERSONAL DETAILS

Name: Acheampong Kwabena Yirenkyi

Nationality: Ghanaian

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OBJECTIVE

An enthusiastic applicant who looks forward to a challenging but interesting experience, which I believe will enhance my knowledge, skills, and passion.

EDUCATION

1. Okuapemman Senior High School, Ghana
2017 – 2020
2. University of Professional Studies Accra (UPSA), Ghana
2020 – 2021
3. Gandhi Institute of Technology And Management (GITAM),
India
2021 – to date

WORK EXPERIENCE

Made in Ghana Shop, Spintex, Ghana

Sep 2020 – Dec 2020

Worked as a shop attendant and assistant, whose duty was to:

- Attend to customers who came to purchase goods.

- Keep records of daily monetary transactions undertaken.
- Conduct weekly stock count under the supervision of the supervisor.

FIELD SKILLS

- Microsoft Skills
 - Microsoft Excel,
 - Microsoft Word
 - Microsoft PowerPoint
- Web development (Front end)
 - HTML
 - CSS
 - JavaScript (Basic knowledge)
- Graphic design
 - Canva
 - Figma (Beginner)
- Fluent in English
- Good team worker
- Adaptable to new situations
- Personally drive for excellence and self-discipline.

REFERENCES

Available upon request