



# DIONNE EDEM SLASH GAVIN

REVENUE OFFICER

## PROFILE

DIONNE SLASH GAVIN is a Revenue Officer in charge of protocol and event managements within the Ghana Revenue Authority. I joined the Ghana Revenue Authority as National Service Personnel in September 2012 and has served in the Public Relations and was contracted a year as the Rent Tax Unit. Posted to the Communication and Public Affairs Department as a Public Relations Officer and attached to the Publication, Publicity and Reputation Management Unit then posted to the International Affairs and Protocol where I manage the Corporate social Responsibility desk.

## CONTACT

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## EDUCATION

### Ghana Institute of Journalism

December 2023

Master of Arts in Development Communication

### Methodist University

2015

Bachelor of Communication

### Ghana Institute of Journalism

2012

Diploma in Public Relations

### Porters Academy

2009

General Arts

## WORK EXPERIENCE

### 2012 TO DATE

Ghana Revenue Authority – Communication and Public Affairs-International Affairs & Protocol (Corporate Social Responsibility desk)

- Receive correspondence on various activities/programmes of these international bodies and submit for approval
- Identify officers to be involved in the programmes (meetings, conferences, seminars etc.)
- Facilitate international visits; inward or outward
- Contact Ministry of Foreign Affairs, Regional Integration & NEPAD to obtain Diplomatic Note to cover visa application
- Submit visa application and make payments
- Handle delegation who visit the authority

### 2007-2008

RDS- CUSTOMER SERVICE PERSONNEL

## PROFESSIONAL QUALIFICATIONS, TRAINING & WORKSHOPS

### COMMITTEE MEMBERSHIP

- Ghana Revenue Authority, End-of-year activities Planning Committee

### IN-SERVICE TRAINING

- Computer Literacy and Office Application - 2010
- Travel and Tourism (IATA), October 2008
- Inter personal Skills Management - 2019

## SKILLS AND INTEREST

- Good communication and critical thinking skills
- Languages - Fluent in English and Beginner French
- Computer skills - Proficient in Microsoft Word, Beginner in Microsoft Excel and Power Point
- Reading

## REFEREES

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