

MARION MAWULORM ADOBOE

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PROFILE STATEMENT

I am a hardworking, punctual, self-motivated, dedicated, proactive, and responsible individual. I am friendly, polite, approachable, able to work under pressure and willing to learn new skills. I am an excellent team player who is ready to take instructions from all levels and build up a good working relationship with colleagues, clients and top management.

EDUCATIONAL QUALIFICATION

BSc. Mathematics

2019 – 2023 Kwame Nkrumah University of Science and Technology

Senior High School

2018 – 2019 Action Senior High/Technical School

2015 – 2018 Mawuli School

WORK EXPERIENCE

April – June 2025 Assistant Head of Operations (Intern), TF Loan Services

Responsibilities

- Managing and updating customer database.
- Making follow up calls to clients.
- Handle basic client enquiries and routing concerns to the appropriate team.

2023 – 2024 National Service Personnel, Ghana Civil Aviation Authority,
Corporate Planning Department

Responsibilities

- Assist in collecting of data for the preparation of management information system report (MIS).
- Assist in en-route data entry.
- Summarizing relevant articles from the aviationghana website on various airlines.
- Assist in business environmental scanning.

2023 – 2024 Sales Specialist, Clean Hygienics Group

Responsibilities

- Negotiate and close deals.
- Keep records of activities and customer feedback.
- Organize customer details in an excel sheet.

October 2021 Intern, Ghana Civil Aviation Authority, Finance Department

Responsibilities

- Assist with the day to day operations of the Final Report/Reconciliation office and duties.
- Assist in organizing a raw data cash book.
- Assist in reconciling cash book and bank statements.
- Making entries of unpresented cheques and uncredited lodgements in cash book on reconciliations.
- Assisting in any other duties by officers, managers and directors.

Leadership Positions

2025	President, St. Charles Borromeo Catholic Church, Knight and Ladies of the Altar
2025	Assistant General Secretary, St. Charles Borromeo Catholic Church, Church Youth Council
2025	Chairperson, Madina Deanery Knolta Empowerment Committee
2024	Chairperson, Madina Deanery Knolta Retreat Committee
2023 – 2024	Acting General Secretary, St. Charles Borromeo Catholic Church, Church Youth Council
2021 –2024	General Secretary, St. Charles Borromeo Catholic Church, Knight and Ladies of the Altar
2021 – 2022	Co-Chairperson, KNUST Pax Romana Fresher's Hunt
2020 – 2021	Liturgical Representative, KNUST Pax Romana
2020 – 2021	General and Financial Secretary, KNUST Pax Romana CCR Music Ministry
2016 – 2017	Vice President, Mawuli School Peace Choir
2016 – 2017	Music Director, Mawuli School Catholic Students Union
2013 – 2014	Vice President, Adenta Community School, Science and Mathematics Club

Volunteer Activities

2025	Homepack Medical services – Helped with taking care of the health needs of participants of an ALX pathway staff workshop.
2021	KNUST Pax Romana Freshers' Hunt – Helped get database of all Catholic Level 100 students in KNUST.

Awards

2023	Personality of the year, The Mathematics Community, KNUST (1 st Runner Up)
2020	International Youth Math Challenge (Bronze Honor)

Key Skills and Competencies

- Computer skills
- Goal-oriented mindset
- Team collaboration
- Good interpersonal and social skills
- Attention to detail
- Creativity and innovation

References

1. Mr. Gabriel Etsey Sharp,

Manager, Corporate Planning

Ghana Civil Aviation Authority

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2. Mr. Emmanuel Odartey Aryeetey

Senior Account Officer

Ghana Civil Aviation Authority

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3. Very Rev. Fr. Bernard Asomaning Manu,

Rector

St. Charles Borromeo Catholic Church

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