

ABIGAIL BAAH

C/O P. O. Box 9288, Airport - Accra

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Email: Abibaah16@gmail.com

BASIC INFORMATION

Date of Birth: 10th November, 1992

Language(s) Spoken: Twi, Ga, English

Height: 5.4 feet

OBJECTIVE

To deploy my skills and experiences in collaboration with other professionals to create value and to achieve set Objectives of any organization

SKILLS & COMPETENCES

- Proficient in Web Operation & Management
- Skilled in Microsoft Office 365
- Skilled in Resource Management
- Self-driven, adaptive to change
- Team player
- Excellent Communication Skills
- Ability to influence people to achieve group ambition

WORK EXPERIENCE (7 Years)

2017 – 2021 - Faith Community Baptist Church Credit Union
Position: Administrative Officer

- Links Engineering
I.T Support Assistant

2015 - 2017 - Eve's Preparatory School
Position: Teacher

EDUCATION HISTORY

2020 – 2021	-	CHARTERED INSTITUTE OF SUPPLY CHAIN MANAGEMENT – GHANA PROGRAMME: ADVANCE DIPLOMA IN SUPPLY CHAIN MANAGEMENT – LEVEL TWO (2)
2020 – 2021	-	CHARTERED INSTITUTE OF SUPPLY CHAIN MANAGEMENT – GHANA PROGRAMME: COVETED DIPLOMA IN SUPPLY CHAIN MANAGEMENT – LEVEL TWO (1)
2018 – 2020	-	KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY PROGRAMME: BSC. BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT
2017 – 2018	-	KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY PROGRAMME: DIPLOMA IN BUSINESS ADMINISTRATION
2010-2013	-	SACRED HEART TECHNICAL INSTITUTE COURSE: BUSINESS SECRETARIAT

INTERESTS & HOBBY

- Strong interest in reading publications and current affairs
- Enjoy listening to music
- Exercising and healthcare
- Technological Trends

REFEREERS

- **Mr. Emmanuel Tsegah**
Finance Officer, Ghana Revenue Authority
Contact: 0208833361
- **Pastor Solomon Kwame Abraham**
Administrator, Faith Community Baptist church
Contact: 0244208543
- **Mr. Joseph Nyarko**
Software Engineer, Links Engineering
Contact: 0247058668