**Curriculum Vitae**

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SURNAME: ASANTE CHRISTIAN NAME: ANGELLA MAIDEN NAME: AGYEIWAA

DATE OF BIRTH: 05/12/1991 PLACE OF BIRTH: NKAWKAW (EASTERN REGION-GHANA)

LANGUAGES SPOKEN LOCAL: TWI

INTERNATIONAL: ENGLISH

GENDER: FEMALE

Career Goal: Seeking a research career in Customer Relations

**Competences:**

**Microsoft Office: Word-Power point-Excel and Temenous Emerge (T 24)**

**Good communication Skills**

**WORK EXPERIENCE**

**Organization Duties**

**Kwahu Rural Bank** -Perform clerical duties.

(Industrial Attachment) -Filing of daily vouchers for reference purpose

June, 2013 - August, 2013 -Assisted the remittance department with both the

local and foreign money transfer i.e.

Western union money transfer

Express money transfer

Apex Link mobile transfer.

**Kwahu Rural Bank -**Making and responding Inter-agency advice.

(National Service Person) -Operating the Temenous Emerge (T24) banking

September, 2014 – August 2015 application to capture susu transactions.

-Operating the Temenous Energy (T24) banking

application to inquire about customers account

information.

-Writing confirmations, daily transfers in the

corresponding books.

-Filling savings and current account deposit slip

for customers.

-Filing daily vouchers for records and

Reference purpose.

-Writing cheques for current account customers

and writing withdrawal forms for savings

account customers who could not read and write

**INSTITUTION QUALIFICATION**

Koforidua Polytechnic Business & Management Studies

June, 2014 Marketing

RESEARCH (IMPACT OF CUSTOMER SERVICE ON CUSTOMER RETENTION)

Krobo Girls’ Senior High WASSCE

July, 2009

St. Peters’ JSS Basic Education Certificate Examination (BECE) April, 2006

**References**

Mr. Asante - Krobea

(WAEC External Supervisor)

St Peters’ Senior High

P.O. Box, 17

Nkwatia - Kwahu.

Tel: 0244 16 85 90

Mr. Osafo Sylvester

(Agency Head)

Kwahu Rural Bank Ltd

P. O. Box MP 215

Nkawkaw - Kwahu

Tel: 0244 78 69 16