
VICTORIA B. AMPONSAH

Junior Web Developer

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victoriabotemaa737@gmail.com

SKILLS

- **Digital Proficiency:** Microsoft Office (Word, Excel, PowerPoint), Adobe Creative Suite (Basic), Microsoft Information Management, Data Entry & Management.
- **Core Development Qualities:** Problem Solving, Strong Organizational Skills, Adaptability, Multitasking, Attention to Detail.
- **Communication & Project Management:** Written & Verbal Communication, Procurement Management, Time Management, Service Management.

EXPERIENCE

Rivavic Company Limited, Accra - *Procurement / Administrative Assistant*

MAY 2024 - APRIL 2025

- Leveraged digital communication tools to manage a high volume of internal and external communications, including email and mail, on a daily basis.
- Utilized digital systems for managing daily office operations, ordering inventory, and preparing RFQs.
- Provided administrative and clerical support, demonstrating strong organizational skills and attention to detail.
- Cultivated and maintained relationships with local vendors and service providers, ensuring clear communication and cost-effectiveness.
- Independently drafted, edited, and audited digital procurement documents such as Requests for Quotations and Proposals.

Cocoa Marketing Company (Ghana) Limited, Accra - *Depot Keeper Assistant (National Service)*

NOVEMBER 2022 - SEPTEMBER 2023

- Managed inventory processes, utilizing systematic approaches to verify audit readiness, quality control, and accuracy of stock.
- Ensured orderly and accessible storage of items in warehouses and supply rooms.

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- Adhered to regulations on environmental health, safety, and corporate governance, improving operational efficiency.

Ledzokuku-Krowor Municipal Assembly Hospital, Accra -

Administrative Assistant (Intern)

JUNE 2021 - AUGUST 2021

- Maintained digital and physical filing systems to ensure data cleanliness and accessibility.
- Assisted in the Finance Department, performing secretarial and administrative duties.
- Handled communications, mail management, and daily data entry tasks, showcasing attention to detail.
- Prepared reports and documentation for management.
- Conducted research and assisted with data collection and management procedures.

EDUCATION

Meltwater Entrepreneurial School of Technology & BTL, Accra -

Web Development

MAY 2025 - PRESENT

University of Ghana, Legon - *Bachelor of Art Sociology and Information Studies*

SEPTEMBER 2018 - OCTOBER 2022

Accra Girls Senior High School, Accra - *WASSCE General Art*

SEPTEMBER 2015 - OCTOBER 2018

AWARDS

AI Augmented Professional Development Skills - ALX.