

PERSONAL DETAIL

Date of Birth: 13TH March 1994
Marital Status: Single
Religion: Catholic
Language Spoken: Ewe, Twi, Nzema and English

CAREER OBJECTIVE: Highly competitive, passionate and articulate, able to achieve results others believe to be impossible.

PROFILE: Experienced in Secretarial, public relations, partnership building and product management.

EDUCATIONAL BACKGROUND

SECONDARY(2008-2012): Mawuko Senior High (General Arts)
Literature, French, Government, Ewe
Post Held: Infirmarian

WORK EXPERIENCE

GLOBACOM - Sales Person (April 2005-Jan 2008)

Performed routine, organizing and maintaining paper files.

- Complete forms in accordance with school procedures.
- Collect and keep records sales collected each day.
- Operate office equipment such as fax machines, copiers and phone systems.

QUALITY INSURANCE COMPANY (QIC) - Agent (Aug 2013-March 2014)

Provided high quality insurance service through innovation and superior product coupled with excellence customer care

- Educate Insurer about the product and policies.
- Collect and keep records of the Insured data.
- Assist clients to make claims when injured or damaged occurs.

MUTLI PRO PRIVATE LIMITED GHANA (INDOMIE)- Sampling Team Member
(April 2014 – June 2015)

Educated, Advertised and Marketed Product

- Recruited new consumers directly.
- Instilled brand loyalty.
- Portrayed brand to the target consumers.

SCRATCH STUDIOS AND ENTERTAINMENT LIMITED - Administrator & Online Promoter
(Jul 2015 – August 2016)

Performed routine, organizing and maintaining paper files.

- Complete forms in accordance with Office procedures.
- Collect and keep records of Artist Agreements.
- Promote upcoming Artists through means of social media.
- Operate office equipment such as fax machines, copiers and phone systems.

SEKAF GHANA LIMITED (TAMA BEAUTY COSMETICS) - Merchandiser and Supervisor
(September, 2016 – May, 2017)

- Ensure products appear in the right store, at the appropriate time and in the correct quantities.
- Manage performance of ranges, Training and Supervising junior staff.
- Gathering information on customers' reaction to products.

APPRISE MUSIC AND MEDIA - Content Analyst
(November, 2017 – Present)

- Acquire, convert and load legacy content for online platforms.
- Manage relationships with internal and external stakeholders.
- Configure and supervise content repository workflows.
- Manage assigned project to completion and meet goals, timeline and budget.
- Handle comprehensive back file reports and offer custom reports.
- Assess and strategize digital assets and platform functions on given projects.
- Deliver content to downstream partners.
- Coordinate with online product development team to maintain quality deliverables.

TECHNICAL SKILLS:

Microsoft Programs (Office 2003, 2007, 2010)(MS Word/ MS Excel)

Adobe Premiere Pro / Adobe Photoshop

Social Media for Online Promotion
including advertisement
(Facebook/Google/Linkedin)

OTHERS :

General and Finance Secretary: Tema-Battor Deanery Casu
Secretary: E.P.C Mawuko Drama Club

Duties

- Collection of primary and secondary data □ Documentation of information.
- Printing of envelopes and filing of documents.
- Updating of records to include new acquisitions.
- Taking minutes at meetings and acting
- Collect and disburse funds from cash accounts and keep records of collection and disbursements.
- Motivating, organising and encouraging teamwork within the union to ensure set productivity targets are met.

ATTRIBUTES:

Punctuality; team player; Work with little or without
Supervision, Good Communicator,