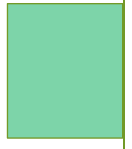


# MR. FRANK AGYAPONG

P.O. BOX 3142- KUMASI.

▪ 0548588773

▪ agyapongfrank24@yahoo.com



## Bio Data

Date of Birth: 15<sup>th</sup> July, 1990.

Nationality: Ghanaian.

Marital Status: Married.

## Objectives

To work and maximize my abilities in a dynamic, growing and development- oriented environment that offers an excellent opportunity for growth and career advancement.

## Experience

### ➤ Driver

- Kelm Engineering Limited
- February 2014 – Date

### Duties

- Picking and dropping employees.
- Delivering materials and important documents to far and near destinations.
- Ensuring that all deliveries get signed and delivered to the correct recipient.
- Cleaning and maintaining the vehicle at all times.
- Ensuring that vehicle road worthy and driver's license are updated all the time.

### ➤ Driver & Receptionist

- Pink Panther Hotel
- August 2012- February 2014

### Duties

- Picking guests from the airport to the hotel.
- Welcoming guests at arrival at the hotel.
- Checking in and out of guests at the hotel.
- Issuing keys and dealing with complaints.
- Driving guests to tourist attractions in the country.

## **Porter**

- True Vine Hotel
- June 2011- August 2012.

## **Duties**

- Helping guests by carrying luggage and showing them to their room.
- Helping guests with small tasks.
- Making guests stay at the hotel comfortable and relaxing.

## **Skills**

- Good communication and interpersonal skills.
- Seeking continuous development.
- Respectful, integrity- minded and accountable.
- Good team worker.
- Customer service oriented.

## **Education**

### ➤ **Oppong Memorial Senior High School**

- **Business**
- **May 2011**

### ➤ **Kromoase D/A Junior High School**

- **April 2007**

## **References**

Linda Tetteh  
Secretary  
Kelm Engineering Limited  
0544314772

Samuel Donkor  
Quantity Surveyor  
Kelm Engineering Limited  
0243200812