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**PROFILE**

Multi skilled hardworking, enthusiastic and efficient person who enjoys hand-on physical Work. I am honest, reliable and work well as part of a team as well as on my own initiative. I am also a good listener who has the ability to communicate well with people at all level. A quick learner who is always seeking for learning opportunity. I am comfortable taking directions, able to work under pressure and enjoy a work well done. My goal is to work with a prestigious employer or company to have the opportunity to apply and expand my skills.

**EDUCATION**

WASSCE (November 2008 - May 2012),

Gomoa Senior High Technical School

B.E.C.E (September 2006 -April 2008), Ekwamkrom Methodist Junior High School

**WORK EXPERIENCE**

**OBAA’S GOLDEN PLAZA HOTEL**

STORE KEEPER (JANUARY 2015 – PRESENT)

Work as part of a team in a busy Hospitality industry under the guidance and supervision of a warehouse manager. Involved in moving stock around manually and carrying out all duties effectively.

**OBAAS GOLDEN PLAZA HOTEL**

WAITER (APRIL 2014 – DECEMBER 2014),

**KEY COMPETENCIES AND SKILLS**

* A good team player
* Administrative duties
* Good communication skills
* Great knowledge in Computer
* Able to use Microsoft Office (Excel, Word, Power Point, Publisher)
* Stock and inventory management
* Delivering excellent customer service to clients
* Ability to follow processes and procedure accurately