 **FRANK**

[**FRANK.280181@2freemail.com**](mailto:FRANK.280181@2freemail.com)

**PROFESSIONAL SUMMARY**

Administrative assistant who goes above and beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethics and strength in boosting company morale.  
Technically-adept Computer Administration with advanced knowledge of MS Office Suite and experience creating Excel databases, word processing and PowerPoint presentations for top executives.

**SKILLS**

Proven ability to analyze, evaluate and recommend administrative functions and services to promote success.  
Proven record of working accurately and independently with close attention to detail and an ability to maintain secrecy of sensitive information.  
Proven ability to communicate general information in an accurate and customer-friendly way  
Dedicated and careful: high level of correctness and strong attention to detail.

Multi-task individual with excellent communication and interpersonal skills with capacity to meet dead line and goals of an organization.  
Easily adopt to different cultures and environment and positive work attitude.

**WORK HISTORY**05/2014 to 10/2015    **Admin Assistant / Membership Information System Officer**  
                             ***GHANA*** ***NATIONAL HEALTH INSURANCE AUTHORITY - ACCRA-GHANA***  
                         Organizing, planning and implementing financial activities of the office  
                         Preparing bills and writing of cheques for payment to creditors   
                         Provide timely and accurate financial advice and strategies to management.  
                        Cash management preparing of financial statements and reports ·   
                         Ordered and distributed office supplies while adhering to a fixed office budget  
                         Compiled annual recommendations for end of fiscal year budgets.  
                         Served as corporate liaison between the finance, IT and marketing departments.

10/2013 to 02/2014        **Computer Technician(Internship)** ***Methodist University College-Ghana(MUCG) -ACCRA-GHANA***  
                         Programming of the Lab computers  
                         Repairing and replacing of spoil computers ·   
                         Servicing of Projectors and printers·  
                         Assisting students in the application of the computers  
  
05/2011 to 08/2012         **Data Entry Clerk(Internship)**  
                                 ***Social Security and National Insurance Trust(SSNIT) -ACCRA-GHANA***  
                                I assisted persons in filing for their claims and entitlement:

Responsible for updating contributors database.   
                          I was responsible for all clerical duties, which included filing, sorting and receiving of . official documents.

Answered and managed incoming and outgoing calls while recording accurate messages.

09/2009 to 07/2011        **IT Director**  
                        ***Annsco International School -ACCRA-GHANA***  
                        Programming of the computers ·  
                        Entering students records data  
                        Analyzing the schools financial statements using excel ·   
                        Teaching the ICT as a subject in the school ·   
                        Typing of the end of term’s examination questions   
  
10/2006 to 09/2010        **General Manager**  
                                  ***Kaewobofo Saving & Loan & Business Center -ACCRA-GHANA***                         Receiving of customers daily savings ·  
                        Closing of the day books ·  
                        Making payment to customers ·  
                        Accessing customers who qualifies for loan·   
                       · Loan disbursement and finalization of accounts   
                       

**EDUCATION**2014  **METHODIST UNIVERSITY COLLEGE – GHANA-ACCRA**

***BBA: BANKING AND FINANCE***  
                      3.20 FGPA out of 4  
                      Member of Association of Banking and Finance Club  
                      Coursework in Business Administration, Communications and Finance & Accounting

2014                 **SUCCESS INTERNATIONAL COLLEGE -ACCRA-GHANA**  
                        ***DIPLOMA (Computerize Sage A Accounting).***

International Association of Bookkeepers {IAB UK,}

2012                            **SOULFOOD COMPUTER COLLEGE -ACCRA-GHANA**

***DIPLOMA (COMPUTER)***  
                                  HARDWARE A+  
                      NETWORKING N+  
                       WINDOWS 2003 SEVER  
                       INTERCONNECTING CISCO NETWORKING DEVICES (ICND)

2014                         **PRY-MAGE CONSULTANCY LTDN-ACCRA-GHAN (GED)**  
                      ***DIPLOMA (TALLY ERP9)  
                    \****Standard Level  
                      ***\**** Professional Level

2009                 **CITY SECONDARY & BUSINESS COLLEGE, ACCRA-GHANA** *CERTIFICATE (West Africa Senior High Certificate Examination) WASSCE*

*2016* ***ALISON CERTIFICATE (****MICROSOFT OFFICE 2010)*

2016                ***ALISON CERTIFICATE (****OPEARATIONS MANAGEMENT)*

2016 ***ALISON CERTIFICATE (****FINANCIAL LITERACY)*

**REFEREES: Upon Request**