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| **Mardia Issifu – 1851126**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

**CURRICULUM VITAE**

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**PERSONAL DATA**

Sex: **Female**

Nationality : **Ghanaian**

Marital Status : **Single**

Visa Status : **VISIT VISA**

Language: **English (Native), French (Beginner)**

**RESUME OBJECTIVE**

A job position Sales Representative, Sales Executive, Psychologist

**PROFESSIONAL PROFILE**

An enthusiastic and dedicated professional with managerial skills gained while supporting a sales target management. She demonstrates a high level of expertise in conducting sales activities and communication with middle-size companies, key accounting, and after sale activities exercises, recommend, advice and assist customers on products. Enjoys being part of a successful and productive team and can be relied upon to work independently without supervision. She is quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. Able to work well on her own initiative and to demonstrate the highest levels of motivation and organization required to meet tight deadlines. Possesses excellent interpersonal skills and can communicate concisely at all levels.

**WORK EXPERIENCE**

COMPANY: **BENNETT MEMORIAL CLINIC-ACCRA**

DURATION: **AUGUST 2009- JUNE 2013**

POSITION:  **HEALTH CARE ASSISTANT**

**DUTIES:**

* Assisted incoming patients with queries.
* Analyzed patient’s complaints and provided solutions.
* Administered the highest standard of duty of patient care is provided.
* Ensured documentation related to patients are properly filed and updating admissions and discharges tracking system.
* Assisted patients during admission and discharging.
* Checked and recorded all vital signs relating to weight, height, and temperature.
* Dressed minor and major wounds.
* In charge of feeding conscious but helpless patients.
* Provided support to the Team leader in closing patient services for the day.
* Advice and guide patients on special screening exercise conducted by the clinic.
* Responding to other complex activities such as medical cases and special services.
* Responsible for calling patients on phone to check up on them and to remind them of their reviews and collecting of their laboratory results.

COMPANY: **PROGRESSIVE LIFE CENTRE (PLC)-ACCRA**

DURATION: **JULY 2015- AUGUST 2015**

POSITION: **AS AN INTERN**

**DUTIES:**

* Assisted with the assessments of clients.
* Analyzed assessments based on criteria and weighted scores against predetermined quality control considerations.
* Responsible for administering relaxation therapy.
* Counselled rape victims from valley view clinic and assisted in their recovery therapy.

**TRAININGS**

* Assessment on Psychological Test and Measurement at Progressive Life Centre (PLC) in 2015 – Participant.
* Training on Vitals and Relaxation Therapy by PLC in 2015 – Participant.
* The 5th Annual Psychiatry/ Psychology Conference by University of Ghana in 2015 – Participant.
* The 3rd Annual Psychology Conference by University of Ghana in 2016 – Participant.

**SKILLS**

 **Capacity:** I will bring my intellectual, analytical and creative ability to bear, learn quickly, identify issues, make judgments and propose solutions;

 **Achievement:** Expect plenty of enthusiasm, resilience and confidence from me. I have the courage and self-confidence to tackle unfamiliar problem. Motivating to achieve realistic organizational targets.

 Banking and basic accounting.

**EDUCATIONAL BACKGROUND**

2014-2016 METHODIST UNIVERSITY COLLEGE, ACCRA

- B.A in Psychology

**2002 AFRICAN INT UNIVERSITY COLLEGE**

**-** Certificate in Health Care Assistant

**2002-2005 NIFA SECONDARY SCHOOL, ADUKROM-GHANA**

- Senior High School Certificate.

**ASSOCIATIONS** Member, Ghana Psychology Association (GPA)

**REFEREES** Available upon requests

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