**PAULINA**

**PAULINA.335159@2freemail.com**

**Personal Details**

**Date of Birth :** 23rd November, 1990

**CAREER OBJECTIVE**

To be part of a progressive team that provides opportunities for personal growth as well as challenges and accomplishment. Moving the organization forward through continuous improvement and growth is what excites me.

## PROFESSIONAL AND ACADEMIC TRAINING

**BSc Public Administration**

University of Ghana, Legon, Accra

*2013 – 2016*

**Diploma in Public Administration**

University of Ghana, Legon, Accra

*2010 - 2012*

**Senior Secondary School Certificate**

Ghana National College

*2005- 2008*

**Training**

## PROFESSIONAL EXPERIENCE

**National Service**

Ministry of Foreign Affairs (Passport Office)

*2012 – 2013*

**Responsibilities**

* Entering Client Data into system
* Assisting Clients with the filling of passport forms
* Taking client photographs for passport
* Serving clients with ready passports
* Other administrative duties.

**Relations Officer**

High Prestige Financial Services

*2010-2012*

**Responsibilities**

* Sales of loan products
* Assessing of clients Eligibility for loans
* Disbursement of Loan.
* Provided training for clients
* Facilitated clients on how to save
* Arrears chasing.

**Teaching Assistant**

University Primary Basic School

*2008- 2009*

* Assisted the Primary 2 Teacher in teaching all subjects.
* Assigned home work to Primary Pupils.
* Marked home works
* Assisted in marking Examination Papers.

**Strength**

* Computer Literate with proficiency in Microsoft and Internet Usage.
* Good interpersonal skills
* Good communication skills
* Can work under no or little supervision.