Resume



**Abubakar**

**Email:** **Abubakar-391500@2freemail.Com**

**Professional Summary:**

Trustworthy Customer Care Representative, Account clerk and Sales personnel with Over 4 Years in Customer Relations, writing Financial Reports and Sales Analysis. Financial Statement Preparation and Store Management. Dedicated to enhancing operations with an analytical and discipline approach. Able to work with minimal directions to solve problems, resolve conflicts and respond to customers inquiries. I understand **Hindi** and **Arabic** Language little bit which helps me deal excellently with people from these backgrounds.

**Skills:**

* Strong communication skills
* Quick learner
* Results oriented
* Reports generation and analysis
* Financial and store reporting
* Operations supervision

**Work History:**

**April 2017- May 2018 Blue Star Electro-Mechanical llc-Dubai**

**Assistant Account Clerk**

* Helps the Accountant prepares Bank Reconciliation Statement for the company.
* Help issue Receipts and Invoices to clients
* Compile workers overtime allowances for the company.
* **September 2015-March 2017.**

**Customer Care Representative Republic Bank Ghana Ltd**

- Attracts potential customers by answering questions about company products and services.

- Open customer accounts by recording account information.

- Maintain customer records by updating account information.

-Resolve product or service problems by clarifying the customer complaint.

 **August 2008-March 2012**

* **Sales and Customer Care Personnel Nestle Ghana Ltd.**

 -Help customers with their complaints and questions.

 -Help customers understand the products or services and answering questions about their reservations.

 -Take orders and process returns for customers.

**Other Skills:**

Knowledge in Ms Word

Knowledge in Ms Excel

**Education:**

**2015**

**Diploma, Accounting**

Sunyani Polytechnic-Sunyani.

Ghana

**2017**

**Bachelor of Arts, Statistics**

University of Cape-Coast, Center for Distance Education