

Amex Pharmaceuticals Limited, importers, wholesalers and retailers of pharmaceutical products: drug and non-drug products.

Office Assistant: Duties included typing of letters, making computer aided pro-forma invoices and waybills, checking the company email and printing same, scanning documents to be sent to principals abroad and downloading relevant company documents. Visit hospitals for taking and delivery of orders, pick and bank cheques and represent the company at Tender openings. Trained new secretaries in some application programs operations such as Microsoft Office, Corel PhotoPaint, Adobe Acrobat Reader, etc.

Saham Life Insurance

Oct. '15 - Feb. '16

Sales Representative: Duties included selling company policies to potential clients

Non-Formal Education Division

Sept. '14 - Aug. '15

National Service Scheme, Non-Formal Education Division (NFED), Nkwanta North (Volta)

Facilitator: Duties included teaching adults the fundamentals of the English Language, how to read and write.

Personal

- Good Communication Skills.
- Ready to take responsibility.
- Quick Learner and Good Interpersonal Relationship.

Referees

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