

ELLEN-GRACE ANANGA

C/o P. O. Box OS 1371

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PERSONAL PROFILE

- A post graduate driven by hard work, integrity and discipline in all endeavours.
- Team work; relating on ideal basis with team members.
- Corporate responsibility and ability to work under practical pressure.
- Knowledge in internet, computer and other office equipments.
- Leadership, interpersonal and communication skills.
- Learning, research and analytical skills.

LANGUAGES SPOKEN

- English, Ewe, Ga, Krobo and Twi.

EDUCATION

- Zenith University College
MBA Human Resource Management 2011- 2013
- University Of Ghana, Legon
BSc. Zoology 2004-2008
- Ghana National College
S. S. S. Certificate in Science 2001-2003
- Services Basic School
J. S. S. Certificate 1998-2000

WORKING EXPERIENCE

Admin/HR Officer; SkyNet Express (March 2012 - March 2013)

- Ensuring a safe and healthy environment for working
- Ensuring that documents for operation are valid (DVLA, Insurance, Operating License).
- Assist with the smooth investigations of accident cases at the Police station
- Ensure that all processes and information required for insurance claims are set

- Assist departmental heads in the recruitment and hiring of competent and capable candidates and identifying the limitations of prospective candidates in the employment process.
- Maintain an inventory of all assets
- Assist in the coordination of employee performance management processes and plan

**Customer Service Executive; SkyNet Express
(September 2011-February 2012)**

- Receiving pick-up information from clients and assigning couriers to tasks
- Addressing complaints of clients
- Ensuring that clients are satisfied with services provided by coordinating with every department to meet their expectations

**Volunteering; St. Bernard Eye Clinic
(March 2009-July 2009 and August 2010-December 2010)**

- General administrative work
- Checking the vision of patients
- Checking the blood pressure of patients
- Dilating the pupils of patients eyes
- Drug administration
- Filing and Sorting of folders

National service, Teaching assistant; Zoology Department, University of Ghana (August 2008- June 2009)

- Practical demonstrations for students
- Setting weekly quizzes for the students
- Tutorials; teaching students on a one-to-one basis or in small groups
- Invigilating of quizzes, interim assessments and examinations
- Marking of scripts; quizzes, practical and examinations
- Organizing field trips for students

HOBBIES

- Mending spoilt things or making something useful out of them
- Singing and listening to music
- Planning events

REFERENCES

Prof. Dan Attuquayefio
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