

NANA AMA AFORO ABROKWAH

OFFICE ASSISTANT

Capable and driven work assistant with the experience of organizing, collaborating with vendors and communicating with clients through a variety of channels. Seeking an office assistant position to work with you in your reputable organization.

CONTACT INFO

0561871532
Nanaamaabrokwah1707@gmail.com
B117/21, OKA STREET, ACCRA

EXPERIENCE

OFFICE ASSISTANT, ARK LEGAL CONSULT

February,2022 till date

- Maintained the office and office supplies
- Worked together with court clerks
- Received clients at the office
- Set up meetings
- Set reminders
- Accompany counsel to court when needed
- Delivered documents to clients and companies when needed.

RECEPTIONIST, KESDEM HOTEL

JULY 2018 to SEPTEMBER 2018

- Made reservation through phone calls and in – person interactions
- Set up meetings
- Received clients at the hotel
- Supervised the other divisions of the hotel

EDUCATION

WISCONSIN INTERNATIONAL UNIVERSITY COLLEGE

2023 – continuing

ODORGONNO SENIOR HIGH SCHOOL 2013 - 2016

SKILLS

- Collaboration
- Compassion
- Organization
- Attention to detail
- Communication