

- Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals.
- Reported sales activity, generated sales quotations and proposals and maintained customer contact database to achieve sales objectives and quota.

## TEACHER

04/2018 to 08/2019

### Evergreen Montessori School | Accra , Ghana

- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Incorporated multiple types of teaching strategies into classroom.

## SALES PERSONNEL

08/2014 to 02/2018

### Philico Stores | Accra , Ghana

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked flexible hours; night, weekend, and holiday shifts.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Developed and maintained courteous and effective working relationships.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.

## EDUCATION

**Professional Diploma In Database Technology** | Database Management

01/2021

**IPMC College of Technology , Tesano Accra**

**Wassce** | General Science

05/2014

**Nsaba Presbyterian School, Central Region**

## INTEREST

Listening to music  
Doing Research