



ALICE NANA ADWOA ABBEW

GENERAL ASSISTANT

- ☎ +971562068691
- ✉ narnahadwoaabbew@gmail.com
- 📍 Al Wahda - Abu Dhabi

PROFILE

Dedicated and versatile professional with a strong background in teaching, customer service, and administrative support. Over the years, I have developed excellent communication, organizational, and interpersonal skills through hands-on experience as a teacher, cashier, and office assistant. Adept at creating engaging learning environments, handling financial transactions with accuracy, and providing efficient clerical support in fast-paced office settings. Known for being dependable, detail-oriented, and a quick learner, I bring a positive attitude and a strong work ethic to every role I undertake.

EDUCATION

2011 - 2014
EDINAMAN HIGH SCHOOL

- High School Diploma

2019 - 2023
UNIVERSITY OF CAPE COAST
GHANA

- Bachelor Of Education

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Attention to detail

LANGUAGES

- English (Fluent)

WORK EXPERIENCE

■ **Hope Marie Academy** 2021 - 2023
Teaching Assistant

- Assist the teacher with lesson preparation, classroom management, and supporting individual or group learning activities.
- Help students understand lessons, complete tasks, and provide extra support to those who need additional help.
- Supervise students during class activities, break times, and outings to ensure their safety and well-being.

■ **Prudential Trust Trading** 2016 - 2019
Office Assistant

- Greet visitors, answer phone calls, and direct inquiries to the appropriate departments or personnel.
- Handle filing, photocopying, typing, and managing office correspondence to support smooth daily operations.
- Maintain and update records, documents, and databases to ensure accurate and organized information management.

■ **Puma Fuel Station** 2015 - 2016
Cashier

- Process cash, card, and mobile transactions for store items accurately and efficiently.
- Greet customers, respond to inquiries, and ensure a positive customer experience at the pump and in the store.
- Maintain cleanliness of the cashier area and assist in stocking shelves, monitoring product levels, and reporting low inventory.

REFERENCE

Can be provided on request