

# KASSIM TANKO



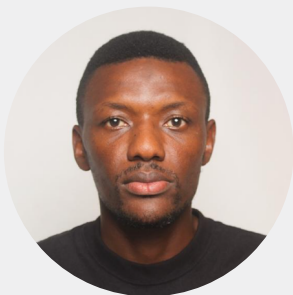
AL MAKTOUM RD.,DEIRA RIGGAT AL BUTEEN DUBAI , DUBAI, UNITED ARAB EMIRATES



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## LANGUAGES

ENGLISH

ARABIC

FRENCH

## PERSONAL DETAILS

DATE OF BIRTH: 20/07/1988

NATIONALITY: GHANAIAN

MARITAL STATUS: SINGLE

## DRIVING LICENSE

DRIVING LICENSE CATEGORY  
BE

A DILIGENT PROFESSIONAL WITH VAST EXPERIENCE IN HANDS-ON ROLES; I BRING DISCIPLINE, A DEEP UNDERSTANDING OF RELEVANT RULES, AND A KNACK FOR IMMEDIATE RESULT-ORIENTED TASKS. MY TOP-NOTCH COMMUNICATION SKILLS FOSTER A POSITIVE WORK ENVIRONMENT, BOLSTERED BY MY ORGANIZATIONAL EFFICIENCY AND DEDICATION TO TIMELY DELIVERY. MY CORE STRENGTHS LIE IN COMMUNICATION, MAINTENANCE, PRACTICAL TASKS, TEAM PARTICIPATION, CONSULTATION, AND PUBLIC SPEAKING. WITH A HUNGER FOR CONTINUAL LEARNING AND DELIVERING CUSTOMER SATISFACTION, I SEEK TO CONTRIBUTE THESE SKILLS AND MORE TO A RENOWNED ORGANIZATION.

## WORK EXPERIENCE

MERTON INC./GREENER  
IMPACT  
INTERNATIONAL/DOWNTOWN CITY  
RESTAURANT&HOTEL/HEAVEN  
EN TO HEAVEN  
MED.&LAB.EQUIP.REPAIRING

JUN 2010 - PRESENT  
GREATER ACCRA REGION

CUSTOMER SERVICE REPRESENTATIVE/PROJECT  
OFFICER/ASSISTANT MANAGER  
RESTAURANT/TELECOMMUNICATION ASSISTANT

RESULTS-DRIVEN PROFESSIONAL WITH MORE THAN 8+ YEARS OF EXPERIENCE DRIVING BUSINESS GROWTH THROUGH CUSTOMER SERVICE REPRESENTATIVE,PROJECT MANAGEMENT, MANAGERIAL ROLE AND MARKETING STRATEGIES. SKILLED IN TEAM LEADERSHIP,CAMPAIGN ANALYSIS AND BUDGET MANAGEMENT.PROVEN TRACK RECORD OF INCREASING BRAND ENGAGEMENT BY 20-25% THROUGH TARGETED CLIENTS,ORGANIZATIONS AND SOCIAL MEDIA CAMPAIGNS.SEEKING A CHALLENGING ROLE THAT LEVERAGES MY EXPERTISE TO DRIVE BUSINESS SUCCESS.

## EDUCATION

ARMED FORCES SENIOR  
HIGH SCHOOL

2003  
GREATER ACCRA REGION

GHANA INSTITUTE OF  
JOURNALISM (GIJ)

GHANA PORTS AND  
HARBOURS AUTHORITY  
TRAINING SCHOOL

CERTIFICATION

DIPLOMA IN COMMUNICATION STUDIES

BASIC FORKLIFT OPERATION CERTIFICATE

## SKILLS

COMMUNICATION

PUBLIC SPEAKER

MAINTENANCE

TEAM PLAYER

HANDY MAN

ADVISER