



# ALICE NANA ABBEW DONKOR

## SALES & CUSTOMER SERVICE

### CONTACT

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Abu Dhabi

### EDUCATION

2011 - 2014  
EDINAMAN GIGH SCHOOL

- High School Diploma

2019 - 2023  
UNIVERSITY OF CAPE COAST CAPE  
COAST, GHANA

- Bachelor of Education Social  
Studies And English

### PERSONAL INFO

DATE OF BIRTH: 17-06-1996

NATIONALITY: GHANA

PASSPORT NO: G4735305

### SKILLS

- Cash Handling & Record Keeping
- Teamwork
- Time Management
- Effective Communication
- Critical Thinking
- Stock Management

### LANGUAGES

- English (Fluent)

### PROFILE

Dedicated and adaptable professional with a proactive attitude and the ability to learn quickly. Strong work ethic and effective communication skills. Eager to contribute to a dynamic team and support organizational goals.

### WORK EXPERIENCE

- PUMA FUEL STATION** 2015 - 2016  
Sales & Customer Service
  - Welcome all customers & demonstrate excellent customer service
  - Identify customer's needs and confidently recommend appropriate products
  - Work in teams and in a self-directed environment
  - Handling face-to-face enquiries from customers.
  - Providing help and advice to customers using organization's products or services.
- Hope Marie Academy** 2021 - 2023  
Teaching Assistant
  - Prepare engaging and age-appropriate lesson plans.
  - Integrate technology and educational tools in lessons
  - Establish and enforce classroom rules and behavior expectations
  - Assess students through tests, quizzes, and assignments..
  - Work with other teachers and school staff to enhance the learning experience
  - Attend staff meetings, training, and professional development programs

### REFERENCE

Can be provided on request