



ALICE NANA ABBEW DONKOR

SALES & CUSTOMER SERVICE

CONTACT

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✉ narnahadwoaabbew@gmail.com

📍 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