

Millicent Esi Gyan

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OBJECTIVE

To work in an organization where I can contribute to the organization's growth and profitability with my skills and in turn get an opportunity to gain exposure and expertise that would help me build a strong and successful career.

EDUCATION

UNIVERSITY OF CAPE COAST

BA Economics and Sociology

Cape Coast

Aug 2014 - May 2018

TEMA METHODIST DAY SENIOR HIGH

WASSCE

Tema, Greater Accra

Sept 2008 - June 2014

INTERCOM PROGRAMMING & MANUFACTURING COMPANY

Database Technology (Professional Certificate in DBT)

Tema, Greater Accra

Jan 2014 - June 2014

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT Ghana Institute of Journalism

Accra, Greater Accra

Sep 2018 - present

- Evaluation of Lecturers using SPSS
- Monitoring of lectures and lecturer attendance to class
- Audit of academic forms (students' transcripts and admission forms)
- Organize periodic workshop for members of staff (non-academic)
- Review of accreditation and re-accreditation documents for new and existing programs.

Intern (Taxpayers Services) Ghana Revenue Authority (Tema, Accra)

Tema, Greater Accra

Jun 2017 - July 2017

- Execute Taxpayers Service
- Calculation of individual and company monthly Pay As You Earn (PAYE)
- Act as a moderator for official meetings
- Ensure that official tax returns documents are stamped and properly checked before payments
- Ensure taxpayers Tax Identification Numbers (TIN) is accurate for proper record keeping.

Intern (Receptionist) Oak Royal Hotel (Tema, Accra)

Tema, Greater Accra

Jun 2016- July 2016

- Ensure guest who arrive at the hotel are properly welcomed
- Supervise housekeepers to ensure rooms are properly cleaned for ready guest to occupy.
- Receive incoming calls within and outside the hotel through the operation of the console.
- Prepare daily accounts and keep records of items sold.

Intern (Records Department) Narh Bitra Hospital (Tema, Accra)

Tema, Greater Accra

Jun 2015- July 2015

- Pulling out folders for patients
- Filing folders for patients
- Booking clients to see specialist
- Prepare new folders for new attendants.

CORE VALUES

- Integrity and Accountability
- Teamwork
- Leadership
- Respect and Fairness

CO-CURRICULAR ACTIVITIES

- Vice Chairperson UCC SRC Planning and Organizing committee
- Ladies Wing President for Royal House Chapel Students and Associates (ROSA)
- The president for the Civic Education Youth Club (Senior High School)

INTERESTS

- Reading
- Research- Oriented

OTHER SKILLS

Proficient with Microsoft office Applications (Ms. Word, Ms Excel etc.)

Language: Fluent in English with strong writing and communication skills.

REFERENCES

Available upon request