

# CURRICULUM VITAE

## **PERSONAL PROFILE**

Name : Emmanuel Yankyera  
Address : Kumasi, Ghana A7-0184-1217  
Phone : 0553447075  
Email : emmanuelyankyerah20@gmail.com  
Date of Birth : 5<sup>th</sup> May 1998  
Age : 23 years  
Nationality : Ghanaian  
Marital Status : Single  
Passport : G3300402

## **SKILLS**

- On-demand tutoring.
- City and non-city driving
- Flexible working hours.
- Route logs
- Personalized learning plans.
- Transportation
- Student progress analysis.
- Vehicle inspections
- Confidence building.
- GPS and route planning
- Data management.
- Commercial driving
- Critical thinking.
- Order picking and processing
- Problem resolution.
- Processes and procedures
- Working collaboratively Customer rapport
- Shipping and packaging.
- Equipment monitoring
- Database Management.
- Materials transport
- Safety standards and protocols.

- Team building
- Equipment operation.
- Data Entry
- Dependable and Responsible.
- Problem-Solving
- First Aid/CPR

## **EDUCATION BACKGROUND QUALIFICATION**

Senior High Certificate: 2015-2018

Junior High Certificate: 2013 - 2015

## **INSTITUTION**

Namong Senior High Technical School

Amoawi M/A Junior High School

## **WORK EXPERIENCE**

### ➤ **House Helper, 02/2019 - 02/2020**

**Mr and Mrs. Owusu Memorial House - Kumasi, Ghana**

- Vacuumed floors and dusted furniture to maintain, organized, professional appearance.
- Interacted pleasantly with clients and guests when performing daily duties.
- Moved beds, sofas and small furniture to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
- Removed finger marks and smudges from doors, frames and glass partitions to enhance shine.
- Employed deep-cleaning techniques for areas in need of additional sanitation.

### ➤ **Driver. 04/2018 - 04/2019**

**Nana K Service - Kumasi, Ghana**

- Delivered goods and services to customers on time and in excellent condition.
- Monitored traffic conditions and applied defensive strategies to avoid accidents.
- Achieved consistently high customer scores due to exceptional service.
- Operated standard warehouse equipment to assist with loading and unloading of deliveries.
- Cleaned and maintained vehicle and assessed vehicle for damage after each shift.
- Checked in with dispatch service and updated with current location.
- Obtained customer signatures to complete and process paperwork.

- Delivered employees and materials to job sites daily.
- Delivered goods and products to customer on time and in excellent condition.

➤ **Cleaner. 02/2016 - 01/2017**

**Emass hotel cleaning service - Kumasi, Ghana**

- Kept bathrooms in clean, functional condition by
- scrubbing stalls, cleaning toilets and tidying storage shelves.
- Sanitized frequented areas and equipment using approved supplies.
- Collected trash from floors within hallways, bathrooms and work areas.
- Vacuumed carpeted areas and mopped solid surfaces with proper chemical solutions.

➤ **Retail Sales Assistant, 01/2015 - 01/2016**

**Big Jay Boutique - Kumasi, Ghana**

- Engaged positively with each customer, providing professional and polite support for sales and service needs.
- Welcomed customers, offered to help locate items, and suggested merchandise without being intrusive or pushy.
- Managed cash register operations using POS system and processed sales and returns.
- Kept calm and applied strong problem-solving and interpersonal skills to resolve conflicts.
- Monitored sales floor to identify customers in need of assistance and merchandise in need of replenishment.
- Arranged merchandise for display to highlight new styles, attract customers, and enhance sales.

➤ **COMPUTER OPERATOR, 01/2020 - 04/2021**

**God Is Good Service | Accra, Ghana**

- Generated reports covering details about data, system operation and error monitoring.
- Maintained spreadsheets of Type data across multiple systems while preserving exceptional data accuracy.
- Documented database and mainframe storage discrepancies, referring discovered issues to supervisor for re mediation.
- Input provided Type data sets into databases, verifying proper categorization and storage of processed in formation.
- Cross-checked data backups to verify integrity and consistency of duplication measures and storage protocols.

## **REFEREES**

Mrs. Twumwaa Juliet

Cashier, Big Jay Boutique

Kumasi – Ashanti

Tel: +233552537457

Mr. Adomako Samuel

Manager, Nana K. Services

Kumasi, Ghana

Tel: 0546901088