

AMINATU ABUBAKARI

EA14/1 Tarkwa, Ghana

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PROFESSIONAL PROFILE

A dedicated and qualified Secretary with extensive experience in secretarial functions, human management, and risk assessment. Demonstrates strong leadership and organizational skills with a proven ability to enhance corporate objectives through effective communication and problem-solving. Committed to contributing positively to every work environment and driving organizational success.

WORK EXPERIENCE

Administrative Officer

DREAM TEAM LTD, Tarkwa, Ghana

January 2023- Date

- Coordinated site bookings for hauling and construction projects.
- Acted as a liaison between clients and internal employees to ensure smooth operations.
- Prepared detailed reports on project progress and outcomes.
- Provided customer service and addressed client inquiries.

Secretary

SIGLORY AUTOS, Tarkwa, Ghana

September 2021- August 2022

- Prepare summary reports for internal and external communication.
- Issue receipts and manage client transactions.
- Oversee client reception and provide exemplary customer service.

Administration Assistant (National Service Scheme)

National Board for Small Scale Industry (NBSSI), Accra, Greater Accra

September 2019 – September 2020

- Drafted correspondence for Rural Enterprises Programmes and other agencies.
- Coordinated with key personalities for seminars and official events.
- Developed and prepared comprehensive business plans.
- Compiled and analyzed reports and data from district offices and regional schedules.

- Managed document filing, typing, binding, and scanning tasks.

Secretary (Internship)

Mutual Integrity Asset Management Ltd., Tarkwa, Ghana

July 2017 – September 2017

- Assisted the marketing manager in expanding the company's market share.
- Supported customer care services and client interaction.
- Managed bank deposits and financial transactions on behalf of the company.
- Entered and updated client investment details accurately.

EDUCATION

Bachelor of Science in Business Administration (Marketing Option)

Kwame Nkrumah University of Science and Technology

Kumasi, Ghana

2023

Higher National Diploma in Entrepreneurship and Finance

Kumasi Polytechnic, Ghana

2019

West African Senior School Certificate in Business

Fiaseman Senior High School, Ghana

2014

SHORT COURSES/TRAININGS ATTENDED

- **Entrepreneurship Training**
EQUIBSHUB, Ghana Kstu, 2019
- **Fundamentals of Starting and Running a Business**
Vodafone Ghana
- **Creating and Maintaining Social Enterprises**
National Board for Small Scale Industries

ICT SKILLS & KNOWLEDGE

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Skilled in Internet Applications

- Leadership skills

INTERESTS & SKILLS

- Cooking & Home management
- Collaboration & Teamwork
- Learning New Things
- Effective Risk Assessment
- Good Leadership Skills
- Excellent Computing Skills
- Problem Solving Skills
- Excellent Negotiation Skills

AWARDS/ CERTIFICATES

- **Best Student in Academics, Home Economics**
Fiaseman Senior High School, Tarkwa, Ghana
2014
- **Best Female Student in Academics**
Kumasi Technical University, Kumasi, Ghana
2019
- West African Secondary School Certificate Examination (WASSCE) 2014
- Higher National Diploma (HND) Certificate 2019
- Bachelor of Science in Business Administration (Marketing Option) Certificate 2023

REFEREES

- **Mr Masawudu Mamudu Musah**
Director Dream Team Limited Tarkwa, Ghana
Email: dreamteamlimited101@gmail.com
- **Mr Simon Nartey**
CEO Siglory Autos, Tarkwa, Ghana
Email : sigloryautos88@gmail.com

