

ELIZABETH GEMEGAH

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Personal Summary

Experience in project management, accounting, administrative, customer relations and secretarial assistance. I am result driven and always available to learn as well as contribute to existing knowledge. Another strong attribute is my ability to adapt quickly to new environment and situations. My core values include integrity, openness, accountability and hard work.

Personal Work Experience

- Prudential Life Insurance** March 2024 - Date
Financial Consultant

Responsibilities
 - ✓ I educated clients about the importance of life insurance.
 - ✓ I assisted the client by explaining the policies of the insurance to them
- CAMFED Ghana, Young African Works Project, Damongo.** August 2020 - December 2022
Business Facilitator

Responsibilities
 - ✓ I provided hands-on support to young entrepreneurs on accounts preparation and records keeping.
 - ✓ I assisted about 600 young ladies within the West Gonja, Central Gonja and North Gonja Districts to access grants and equipment for improved livelihood.
- Ghana Audit Service, Goaso – Ahafo Region** September 2017 - August 2018
National Service Personnel

Responsibilities
 - ✓ I validated financial statements of audited entities.
 - ✓ I confirmed revenues collections, transport transaction, to verify expendable and non expendable store of audited entities.

Personal Skills

- Excellent knowledge in IT (MS Word, MS Excel, Tally erp9, Quick Books etc)
- Experience in office management and administrative skills
- Ability to prioritize and respond quickly to deadlines
- Excellent attention to details and critical thinking, and analytical skills.
- Excellent written and verbal communication skills

Education

- **University College of Management Studies, Kumasi** 2013 - 2017
BSc. Business Administration
- **Northern School of Business Senior High, Tamale** 2008 - 2012
West African Senior Secondary School Certificate Examination.
- **Accra Business school** February 2024 - April 2024
Professional Development Certificate In Project Management

Certifications

- BSc Business Administration
- West African Senior Secondary School Certificate Examination.
- Professional Development Certificate In Project Management

Languages

- English
- Twi
- Ewe
- Gonja
- Ga-Adangbe

Referees

- **Abdulai Dimah Saani - Ghana Audit Service**
District Audit Director
+233242530018
- **Benedicta Wugah - Prudential Life Insurance**
Agency Manager
+233249246575