

STEPHEN KWAME ASARE



CONTACT

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18/03/1995

OBJECTIVE

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

SKILLS

- Good Communication skills.
- Problem Solving.
- Computer knowledge
- Leadership Skills
- Ability to work with a team
- Self-management skills
- Strong work ethic

INTERESTS

- Factory work
- Room Attendant
- Kitchen Helper

EXPERIENCE

Agyewaa Hotel Ltd

2015 - 2017

Guest Services Associate

- Provide guests with verbal or written information about the facilities, services, room choices and rates, and area attractions.
- Make room reservations following established procedures, using computerized or manual systems.
- Handle guest arrivals and departures.
- Handle guest keys, mail and faxes.
- Compile record sheets or log books, guest accounts and vouchers.
- Prepare bills and process payments.

Al-Ameq Llc

March 2018 -
November 2019

Customer Service Representative

- Identify and assess customers' needs to achieve satisfaction.
- Build sustainable relationships and trust with customer accounts through open and interactive communication.
- Provide accurate, valid and complete information by using the right methods/tools.
- Meet personal/customer service team sales targets and call handling quotas.
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.

Amazon UAE

12/02/2021 -
25/11/2022

Factory Worker/ warehouse Associate

- Picking
- Rebin
- Packing
- Loading and offloading

Security Managers Ilc

2019 - 2020

Security Guard

- Provide exceptional customer service.
- Attend and investigate security incidents, alarms, and emergencies in a timely and professional manner.
- Sustain effective relationships with customers and the client.
- Deescalate crisis situations.

EDUCATION

Jinjini Senior High School

2017

Fine Art
16

DECLARATION

I hereby declare that all the above information is true to best of my knowledge