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Ghanaian

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PEACE AMA KUVERDZI

OBJECTIVE

To be a key team player and a well-motivated employee who propel any organization in achieving its vision by effectively and efficiently use of its available resources.

SKILLS & ABILITIES

- Adaptive and a quick learner
- Critical Thinking to effectively solve problems.
- Customer Service Skills
- Team player
- Computer skills including Microsoft office suite
- Able to communicate clearly and effectively
- Able to follow organizational procedures
- Ability to deal with people including children
- Quick Problem-solving abilities

EXPERIENCE

WAITRESS, THE DELI, MOVENPICK AMBASSADOR HOTEL, ACCRA GHANA.

2019 -2021

- Providing menus to customers.
- Meeting special customer demands.
- Taking orders
- Bring food to tables
- Refilling glasses.
- Cleaning tables.

RECEPTIONIST, FRONT DESK, TOBINCO PHARMACEUTICALS LTD, ACCRA

2018 - 2019

- Meeting and greeting clients.
- Booking and arranging meetings.
- Arranging couriers' delivery orders.
- Answering and forwarding phone calls.
- Screening phone calls.
- Responding to emails.

SALES REPRESENTATIVE, MELCOM GROUP OF COMPANIES, ACCRA

2016 - 2018

- Attending to customers and suggesting products based on their needs.
- Increase product awareness.

- Arranging and restocking shelves
- Maintaining detailed records.
- Review sales performance & create related sales reports.

EDUCATION

VAKPO SENIOR HIGH SCHOOL
COURSE OFFERED
BUSINESS (W.A.S.S.C.E)
2004-2007

ACHIEVEMENT

Employee of the month, July 2017. Best customer service personnel.

REFERENCES

DIVINE ARMAH
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