



CHRISTINE LEBA-KAMANYA

I am a self-discipline and logical individual who enjoys interactions with people and processes that leads to acquisition of intellectual knowledge, skills and values that would impact the masses around the round. I am always positive and dedicated to the duty assigned to me as such I am result oriented. I believe and act in hard work, the spirit of teamwork and effective communication

Customer care agent 11/2018-09/2019

HO TECHNICAL UNIVERSITY, HO GHANA

- Monitoring and managing the exchange of documents.
- Planning meetings and scheduling luncheons.
- Keeping records of customer interactions.
- Greeting guest, managing files, receiving and directing calls, interaction with students.
- Managing a group of customer service agents.

Customer care representative 2016-2018

General class teacher, grade 2

ANGLES ACADEMY HO, GHANA

- Provide a suitable and welcomed environment for the students.
- Managing students classroom and field behavior
- Setting up classroom for teaching, assessing students termly, writing reports and other administrative task like record keeping, timetable availability, sending emails or calling parents.
- Promoting school image

Receptionist

Accra metropolitan assembly 2015-2016

- Answer enquires from visitors
- Serve visitors
- Maintaining a clean and safe reception facility by conforming to high standards.
- Processing forms, applications and requests.



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Core competence

Excellent research and analytical skills.

Ability to work under pressure and result oriented.

Fast learner with high energy and a drive to exceed expectations.

Keen communicator with ability to relate to people across all hierarchical levels.

Creativity and innovation.

Proficient with Microsoft Office Suite, Corel Draw and Adobe Photoshop.

EDUCATIONAL BACKGROUND

- **Bachelors of Science Honors in Materials Engineering** from Kwame Nkrumah University of Science and Technology, Ghana.

HOBBIES

- Reading, writing, drawing and sewing.

