



Ama Agyemang-Duah

Date of birth: 14/06/1986 | **Nationality:** Ghanaian | **Gender:** Female | **Phone number:** (+233) 261146092 (Mobile) |
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● ABOUT ME

A dynamic and tech-savvy professional, I'm a graduate of Ashesi University with a passion for technology and its transformative capabilities. I have certification and experience in Data Analysis. My work experience spans system administration, project coordination, operations, business administration.

● EDUCATION AND TRAINING

15/01/2004 – 19/12/2007 Accra, Ghana

BSC COMPUTER SCIENCE Ashesi University

Website <https://www.ashesi.edu.gh/>

14/12/2024 – CURRENT Remote, Ghana

DATA SCIENCE DIPLOMA CERTIFICATION ONGOING EPFL - Swiss Federal Technology Institute of Lausanne

Website <https://learn.extensionschool.ch/>

15/10/2023 – 15/12/2023 Remote, Ghana

GOOGLE IT SUPPORT CERTIFICATION Coursera - Commonwealth Shared Scholarship

Website <https://www.coursera.org/>

01/07/2010 – 30/07/2010 Accra, Ghana

PROJECT MANAGEMENT COURSE: Merjja Technologies Institute (Project Initiation, Planning, Execution, Analysis & Methodologies)

● WORK EXPERIENCE

01/02/2022 – 01/07/2023 Remote - Contract, Ghana

VIRTUAL ASSISTANT & BUSINESS DEVELOPMENT EXECUTIVE APPOYNT UK

I was responsible for administrative tasks. I also updated the following applications (Wise, Figma, Xero, Notion, Excel) with company transactions and activity updates. I generated leads to secure customers. I also managed customers using HubSpot CRM. I created and managed user accounts in Microsoft 365. I monitored Kwanda Foundation funded projects to prepare progress and impact reports.

01/07/2021 – 30/01/2022 Remote - Contract, Ghana

BUSINESS DEVELOPMENT EXECUTIVE REMOTELI UK

I generated lead generation using Sales Navigator, Gmail and LinkedIn, Administrative tasks required by client. I carried out client research and generated reports on the research. I managed existing and new client accounts

01/07/2012 – 30/06/2021 Accra, Ghana

ADMINISTRATIVE & BUSINESS DEVELOPMENT EXECUTIVE ORBIT INDUSTRIES

I increased and acquired corporate sales and clients

I managed all new and existing clients account.

I was responsible for administrative tasks such as booking, accounts payables and receivables, book of prime entries. I supervised a team of 3 persons in sales and 1 book keeper.

01/07/2011 – 30/06/2012 Accra, Ghana

OPERATIONS OFFICER CHASE PETROLEUM

I was responsible for operations reports, reconciliations with depot stock reps, coordination of activities with depot liaison officers, and inspectors during cargo discharge/transfer.

I also monitored product stocks, transfers, swaps, purchases and vessel discharge operations and submitted reports for management.

I was the immediate assistant to the Operations Manager.

01/04/2010 – 30/06/2011 Accra, Ghana

PROJECTS COORDINATOR CHASE PETROLEUM

I tracked project costs/budget, coordinated with Finance Dep't for payments, tracked projects payments & schedule.

I gathered data and prepared reports for management decision.

I organised stakeholder engagement and town hall meetings. I manage project imprest,

I would carry-out all administrative tasks, and coordinate between site offices & head office.

01/03/2008 – 30/03/2010 Accra, Ghana

IT OFFICER & DOCUMENTS CONTROLLER CHASE PETROLEUM

I assist the Project Manager of Tema Tank Farm at Kpone to carry-out administrative tasks, and coordinate between site office and Head office. I assisted with the supervision of contractors' works, project documentation, reporting.

I also develop and maintain company website, and assisted with systems administration, IT Support.

I was also tasked to carry-out administrative tasks, track documents, control incoming/outgoing project documents